



capability

Megan J Buntine Consulting Services

Governance Basics for Committees and Boards

the complete governance solution
for community organisations

SIMPLE, EFFECTIVE, TAILORED

Most community-based boards and committees of management struggle to fully understand and fulfil their governance responsibilities and accountabilities. Unfortunately, they are usually also unaware of the significant risks this can expose them to as well!!!

Sound familiar? Have you ever joined a board or committee, only to discover that it is made up largely of well-meaning volunteers who sadly are fairly unaware of the requirements of their role as governor?



Governance Basics for Committees and Boards is the simple yet effective governance program designed to solve this common problem.

THREE STAGES



Essential Information Provision



Targeted Planning Support



Follow up and External Accountability

Your group can choose to take up some or all stages of the program

TALK TO US

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GOVERNANCE BASICS FOR COMMITTEES AND BOARDS STAGE 1: ESSENTIAL INFORMATION

Workshop Outline

Introduction

- Why is good governance important?
- What does good governance mean to you?

Elements

Good Practice and Compliance

- Roles and responsibilities of members of the Committee of Management
- Roles and Responsibilities of the Head Staff Person
- Relationship between the Committee of Management and the Head Staff Person
- Relationship between the Committee of Management and other staff or volunteers
- Legislation
- Standards
- Rules of the association
- Organisational policies and procedures •
- Managing effective meetings.

Achieving your Purpose

- Strategic and Business Planning
- Quality Improvement Planning
- Financial Planning

Managing Risk

- Types of risk
- How do we identify risks to our organisation?
- How do we assess risks?
- How do we control risks?
- Risk management planning
- Review
- Record keeping

Conclusion

- Useful resources
- Final questions?



**GOVERNANCE BASICS FOR COMMITTEES
AND BOARDS
STAGE 2: TARGETED PLANNING SUPPORT**

Workshop Outline

Our Purpose – ‘Why are we here?’

- Values
- Vision
- Mission/Statement of Purpose

Situational Analysis – ‘Where are we now?’

- Strengths
- Weaknesses
- Opportunities
- Threats
- Other risks
- Other considerations (if not already discussed)
 - Rules of Association
 - Committee structure/needs
 - Legislative needs
 - Policy needs
 - Documentation needs
 - Communications needs
 - Current issues

Strategic Direction – ‘Where are we going?’

- Key Result Areas

Setting Goals – ‘How do we get there?’

- Specific
- Measurable
- Achievable
- Realistic
- Time-lined

Making a Plan – ‘What, How, Who, When?’