



# 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**

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## 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 Board members
- Roles and Responsibilities of the C/EO/head staff person
- Relationship between the Board and the C/EO/head staff person
- Relationship between the Board and other staff/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:
  - Rules of Association
  - Board 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?’**

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**GOOD GOVERNANCE FOR NOT-FOR-PROFITS**  
**STAGE 3: FOLLOW UP & ACCOUNTABILITY**

## 12 Months of Support

### **Tracking Progress - Helping you to Achieve your Goals**

#### **Monthly Reporting**

- Handy reporting template
- End-of-month accountability check-ins
  - Advice
  - Suggestions
  - Trouble-shooting

#### **Quarterly Reviews**

- Template to guide reviews
- Online quarterly review meetings
  - What's worked well?
  - What's been a challenge?
  - New opportunities
  - Changing priorities

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