

COURSE OUTLINE

Division: Community and Social Justice Division

Program: Management Development for Community Settings

Course Title: Working Effectively with Boards of Directors

Course Effective Date: September 2008

Required or Elective? Elective **Credits:**

Total Course Hours (face-to-face): 7

Delivery methods: Face-to-face (Yes) Distance (No)

Prerequisites: None

Equivalent Course(s) within the JI: None

Brief Description: (about 100 words)

When you're a leader or senior manager of a not-for-profit, working with the board of directors can be challenging: on the one hand, they hold legal responsibility for the organization; on the other hand, you're responsible for delivering the mission. Board members are often unclear of their role. Power struggles can ensue, which can hinder your ability to do your job and move the organization forward. In this interactive course, you will gain a better understanding of the roles and responsibilities of the board of directors, and learn and share practical strategies to build a healthy relationship with your board — so you can work *with them* as an effective, collaborative team.

Evaluation Profile: Credit

Passing Grade (if applicable): N/A

Evaluation Methods and Percentage of Total Grade:

100% attendance

Active contribution in large and small group discussions and activities.

Self-evaluation

Experiential exercises

Learning Outcomes / Goals:

At the end of this one-day, seven-hour program, participants will leave this course with an overview of board governance, how it relates to leaders in a not-for-profit organization, and practical strategies for improving their working relationship with the board of directors.

Learning Objectives:

Upon successful completion of this course, the participant will be able to:

- Describe the roles and responsibilities of the board of directors
- Understand your role and responsibilities in relation to the Board

- Assess the health of a board of directors
- Inspire the board to lead the organization
- Build bridges and teamwork between the board and staff
- Apply strategies to improve your working relationship with the board

Course Topics/Content:

Board roles and responsibilities

The executive director/board relationship

The division of responsibilities

Working with the board chair/president

Leading your board to lead the organization

Assessing the health of the board

Dealing with a low-functioning board

Text and Resource Materials:

Required:

Recommended:

Miscellaneous handouts

Brief Instructor Biography:

Jeffrey Rotin, BA, MA, is an independent consultant, facilitator, and trainer with a particular focus on the not-for-profit and public sectors. He has extensive experience with NFP boards of directors as a consultant, board member, and employee. His areas of NFP expertise include strategic planning, board governance, board development, team building, policy development, succession planning. A published writer, his background in communications continues to inform his consulting work.

Comments and Course Policies:

1 or 2-Day Course: Learners must attend the full course to receive credit.

3, 4 or 5-Day Course: Learners who miss more than 7 hours of classroom time must repeat the entire course at their own expense. Learners who miss less than 7 hours of classroom time will receive a status of “no credit granted” for the course on their learner record.

Course Outline Changes – All Changes to course outlines communicated to students in class.

Jl policies refer to website – www.jibc.bc.ca/studentservices/main/academic/services/policies.htm