

As a Board Member you contribute your time, expertise, and passion to help your organization be the best that it can be. That means you and your fellow Board Members must be the best that you can be as well. Avail offers seven workshops tailored to creating a high performing Board of Directors.

1

## Boards 101

The Board is the oversight body for the organization, setting the overall tone and direction. Understanding the proper functions of a Board will increase your effectiveness. We will discuss these key areas:

- Board size and composition – do you have the right mix of people?
- Committees – does your organization require an audit committee, fundraising committee, etc?
- Responsibilities of a Board and its members – are your members informed and prepared?
- Governance model – how does a Board govern and is your current model effective?
- Legislation and compliance – are you onside?
- Meeting format – do you have productive meetings?
- Director liability and insurance – do you have coverage and is it appropriate?

2

## Control Environment and Fraud

Internal controls are the procedures in place to ensure that the transactions in an organization are correctly and accurately recorded and assets are safe-guarded. Good internal controls decrease the risk of both unintentional error and fraud. We will discuss examples of controls, what makes a control effective and whether the control is appropriate for your organization.

3

## Strategic Planning and Vision & Values

Planning for success greatly increases the chances of success. Knowing why your organization is important (Mission) and what it will look like if successful (Vision) will provide you with a roadmap to follow (Strategic Plan). We will review your mission and vision statements and help you understand the process for your organization to develop an effective vision and strategic plan.

4

## Audit Committees

Audit committees play an important role before, during and after an audit. We will discuss the roles and responsibilities of an audit committee and whether it makes sense for your organization

5

## Policies

Effective and up to date policies provide the guidelines that assist the Board and its employees in all areas of operation and decision making, and provide consistency and fairness. We will review those areas where it is important to have policies and will help you identify gaps and deficiencies that may exist in your current policies.

# 6

## Budgeting and Understanding Financial Statements

Budgeting allows your organization to plan, control and make decisions based on your operations and available funding; and focus on short- and long-term strategic goals while staying within your financial means. We will discuss what makes a budget effective or ineffective, what to consider when preparing a budget, and how to effectively forecast for the future.

Financial Statements summarize your organization’s financial activities for a particular point in time and can be powerful tools in managing your budget and measuring success. We will explain how to understand and interpret financial statements and what to look for in the financial statements when budgeting and forecasting.

# 7

## Executive Director

In a high performing Board environment, the Executive Director is the only employee of the Board – all other employees are responsible to the Executive Director. Often this individual is overlooked in the normal operating processes that have been established for other employees. We will review the specific areas where support is necessary for your Executive Director to function at their best. This includes communication, feedback, performance review, compensation plans and reporting.

Often the Executive Director is the one person that provides continuity for an organization. While board members come and go, the Executive Director may be in the role for a number of years. This makes effective succession planning critical when it comes time for the Executive Director to retire or move on. We will walk through a process for effective succession planning to help you avoid one of the most overlooked risks facing not for profit organizations.

Talk to our Avail NFP Insight Team Leaders **Calvin Scott** and **Nadine Granson** for upcoming session dates.



SESSION

Investment

\$1,500/session    \$7,500/all seven sessions

These sessions can be done at **your location** or at any of our Avail offices.

There is **no timeline** for session completion and they can be done in **any order you choose**.

[www.availcpa.com](http://www.availcpa.com)

