

WHAT NEEDS TO BE DONE?

Purpose & Planning



- Incorporation & Objects & Bylaws
- Vision, Mission, Values
- Strategic Plan
- Business Plan (\$)
- Operational Plans

Risk Management



- Risk Assessment
- Policies
- Procedures
- Implementation
- Monitoring

Effective Meetings



- Meeting Rules & Procedures
- Agendas
- Minutes
- Chairing a meeting
- Follow Up

Financial Mgt.



- Structure for Oversight
- Position Descriptions
- Budget
- Internal Controls (Pol.&Proc.)
- Reporting – Internal & Ext.

Working as a Team



- Motivation & Skills & Team Dynamics
- Position Descriptions & Committees
- Communication & Decision Making
- Org. Culture & Shared Leadership

Relationships & Accountability



- Board as Team
- Board & Staff/Committees
- Organization & Members
- Organization & Stakeholders

Planning Your Year



- Annual Filings & AGM
- Strategic Planning & Mtg Schedule
- Succession & Recruitment
- Orientation & Training

Fund Development



- Fund Dev. Strategy (big pic)
- Plan to Generate Income (annual)
- Position Descriptions / Role Clarity