

Volunteer Board Development Workshop Series

What do we do? Basic Roles & Responsibilities

Board members are volunteer leaders who play a significant role in the success of the organization and their community. They also have a set of important legal and ethical responsibilities, and understanding these responsibilities is critical to their organization's success. Effective board work is both more difficult and more critical than ever, therefore, understanding the board's role has never been more important.

What you will learn?

This 3-hour workshop will introduce you to the basics of your responsibilities as a board, individually and collectively. You will learn about:

- The purpose of a board
- The different types of boards
- Basic roles and responsibilities
- Writing job descriptions
- Sharing the workload
- Using subcommittees and task groups

Who should attend?

Anyone who serves on or works with a nonprofit board should be thoroughly familiar with the fundamentals of good board practices. Through this course, you will gain and share knowledge and helpful resources needed to understand the major building blocks of an effective board.

Benefits of Attending

You'll come away with the knowledge, a set of resources and examples to improve the work of your own board. You'll have a better understanding of the fundamentals of basic board work by defining the basic roles and responsibilities of the board and examining strategies for building effective board structures. With a better understanding of your role and responsibilities, you and your fellow board members will have a better sense of how to serve your organizations successfully and contribute to your community.

How to Run Effective Board Meetings

Effective meetings can create motivation among board members, improve the quality of decisions made, and inspire members to act. So why is it that many board and committee members state that meetings are too long, unfocused, and do not achieve results? Well-planned, productive meetings *are* possible, and in this 3-hour workshop you will discover how to make them happen.

What you will learn?

You will learn about:

- Preparing for the meeting: its purpose and agenda
- Running effective discussions during meeting
- Making decisions effectively based on the organization's mission
- Keeping effective records
- Determining next steps and follow-up
- How to ensure participants are prepared, present, and participate
- How to promote teamwork
- How to use rules of order or ground rules

Who should attend?

This workshop is designed for volunteers who serve as board members for community-based and volunteer-led organizations and groups. It is specifically designed for board members from organizations that often have modest budgets, few (if any) part-time staff, and rely heavily on volunteers.

Benefits of Attending

Whether you are new to board service or are an experienced board member, there are many benefits to attending this workshop. You will leave with new ideas, easy-to-use materials and tips sheets, and motivation to share with fellow board members. This workshop is a chance to see and utilize new tools and tips to help you plan, lead, and follow-up on effective meetings. It will also provide an opportunity to meet others in your area who serve on boards, and learn from their experiences and good practices.

Recruitment and Retention

Volunteer involvement in rural communities on Prince Edward Island is an important part of the success of organizations. Finding and keeping the right people to create a well-rounded board with the right balance of skills and connections to the community is key. Volunteers are particularly critical for those organizations that have few or little staff, and very modest budgets. For many organizations, recruitment is a difficult task, yet with some basic tips and planning the task can be made easier.

What will people learn?

During this 3-hour workshop you will learn tips and get resources to help your organization:

- Get the right people on the board
- Identify what you want and need
- Target your recruitment efforts
- Develop recruitment messages
- Plan ahead: How to do succession planning
- Bringing on new people as volunteers
- Develop a process for recruitment and orientation of new members
- Motivating current members

Who should attend?

Anyone who serves on a board, and particularly those in leadership or on a nominating committee, will benefit from attending this course. With the right combination of tools and motivation, recruitment efforts will become more effective and you'll find the right people for the job at hand.

Benefits of participate

The right group of people leading and working with your organization can offer vision and input to ensure your organization's success. Finding the right fit for the board is similar to finding the right employee for the job, and it is just as important! The benefits to learning tips and gaining easy-to-use resources for recruiting, retaining and planning for the future are an investment in your organization's success.