



**BOARD OF GOVERNANCE
TRAINING
AND PROJECT PLANNING
CAPACITY CREATORS PROJECT**

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(CASSA)**



Ontario
Trillium
Foundation



Fondation
Trillium
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AGENDA

○ Board Governance

- Structure
- Function of a Board
- Roles & Responsibilities
- Diversity in Board Governance

○ Project Planning

- Development
- Implementation
- Evaluation



THE BOARD

- A Board is *legally* responsible for the affairs of the organization, unlike the staff or membership
 - Accountable to the *community*
 - Function in a *partnership* marked by respect, mutual understanding and confidence



TYPES OF BOARDS

○ Working Board

- can take responsibility for operations (or programs)
- most common among starter organizations

○ Policy Board

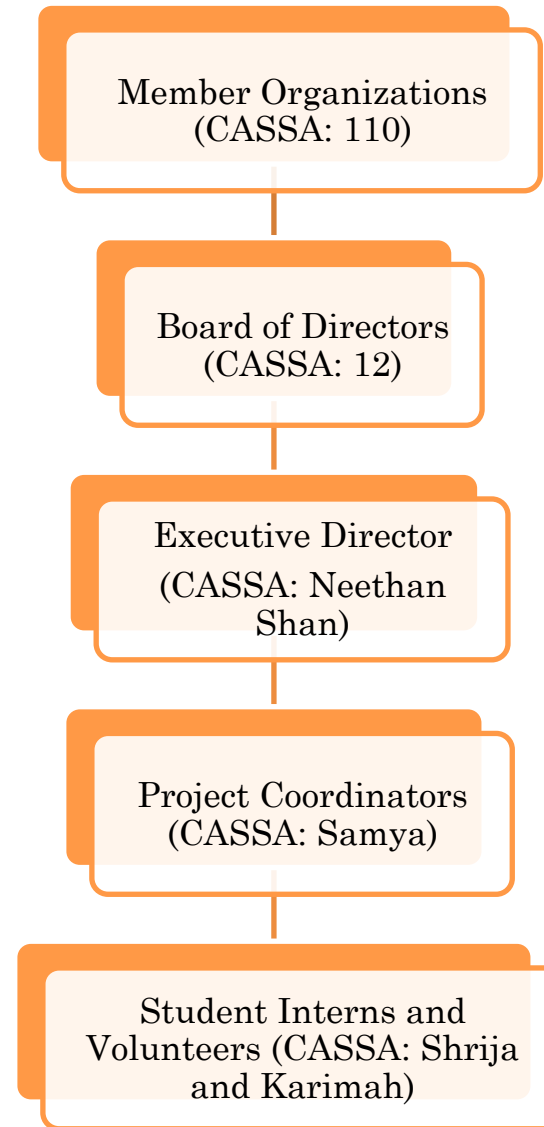
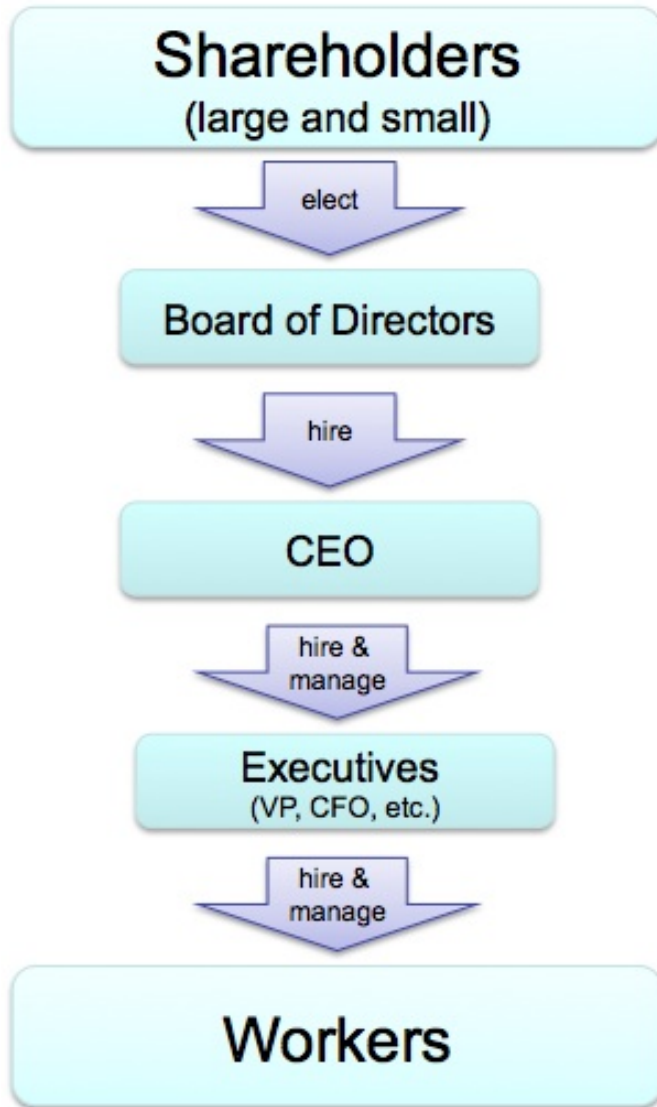
- only focused on creating and maintaining policy standards and bylaws
- cannot fulfill the function of staff

○ Modified Car Bar Model

- primarily focused on policy related decision-making
- can take responsibility for public relations or fundraising



STRUCTURE



WHAT IS GOVERNANCE?

- Governance is the process of providing strategic leadership to a nonprofit organization.
- It entails the functions of:
 - setting direction
 - making policy and strategy decisions
 - overseeing and monitoring organizational performance
 - ensuring overall accountability



GOOD GOVERNANCE

- 1) Setting expectations
 - On-going dialogue with the ownership about expectations the organization should produce

- 2) Policy Making
 - Translate the expectations, Director's values/ expectations in to a written criteria for success

- 2) Monitor Policy
 - Check to see that those criteria were met



LEGAL OBLIGATIONS

‘ACTING IN GOOD FAITH TO ADVANCE ORGANIZATIONAL INTEREST’

- *“Duty of Care”*

Taking care and exercising judgment in the process of making informed decisions related to policy, course of action or other decision

- *“Duty of Loyalty”*

Board members will not authorize or engage in transactions except those in which the best possible outcomes for the organizations’ success (by constraining participation when there is conflict of interest)

- *“Duty of Obedience”*

Requires obedience to the organization's mission, bylaws, and policies, as well as honoring the terms and conditions of other standards of appropriate behavior such as laws, rules, and regulations.



- Accessibility
- Human Rights
- Workplace
- Confidentiality Policy
- Conflict of Interest Policy



"Under disclosure rules, I'm required to tell you I own stock in the company whose drug I'm prescribing."



ROLES & RESPONSIBILITIES

- 1) Development of policies and bylaws
- 2) Planning
- 3) Evaluation of the organization's programs, services and policies and of the Board itself
- 4) Financial management
- 5) Fundraising



6. Hiring and supervision of the Executive Director
7. Keeping up-to-date on community needs and trends
8. Communication with the public
9. Advocacy
10. Board Development




DIVERSECITY

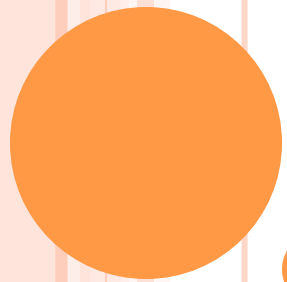
THE GREATER TORONTO LEADERSHIP PROJECT:

- <http://www.youtube.com/watch?v=hJKyAp8cEX0#t=161>



DIVERSITY IN LEADERSHIP IN TORONTO

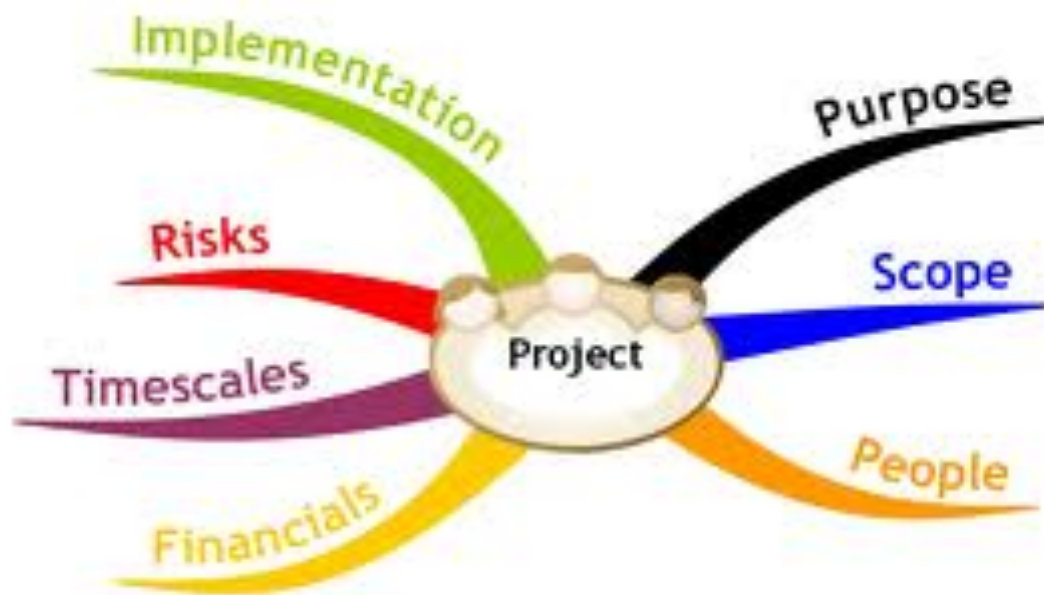
- 14.5% of leaders in the Toronto region are visible minorities vs 49.5% of the population surveyed
 - diversity in leadership has grown by 8% since 2009
 - government agencies, elected officials and the education sector have consistently come out on top
 - the corporate sector remains at the bottom at 4.2%
 - organizations that track levels of diversity in
- 



PROJECT PLANNING

WHAT IS A 'PROJECT'?

“An individual or collaborative enterprise that is carefully planned and designed to achieve a particular *aim*”



PROJECT PLANNING

A project plan answers basic questions about the project:

- **Why?** - What is the *problem* or value proposition addressed by the project? Why is it being sponsored?
- **What?** - What is the work that will be performed on the project? What are the major *products / deliverables*?
- **Who?** - Who will be involved and what will be their *responsibilities* within the project? How will they be organized?
- **When?** - What is the project *timeline* and when will particularly meaningful points, referred to as milestones, be complete?



PROJECT DEVELOPMENT

- Gather evidence
- Identify gaps
- Conceptual framework
- Goals/vision/objectives
- Develop feasible strategy
- Create a project plan
- Timeline & budgets
- Identify key players
- Engage Stakeholders



PROJECT IMPLEMENTATION

- Event planning
- Products/deliverables
- Manage finances
- Venues and settings
- Skills and expertise
- Outreach
- Facilitation of event
- Community Participation



PROJECT EVALUATION

- Create evaluation design
- Methodology for assessment
- Did the project meet its' objectives?
- How well did it work and why?
- What are some areas of improvement?
- What have we learnt?
- Transform learnt knowledge in to action!



EXERCISE:

Develop an event (or project) in partnership with Toronto Environmental Alliance to improve recycling habits in the South Asian community in Toronto.

This project should strive to improve the participation of South Asian/Immigrant communities in the *environment* sector.



THE END

CONGRATULATIONS ON COMPLETING YOUR
TRAINING!

