

2019: The Nuts and Bolts of Running a Non-Profit Organization



*Growing
Rural Leaders'
Potential*

One Day Conference for Non-Profit Boards and Managers

Medicine Hat College - Brooks Campus

Saturday, May 25, 2019

8:30 a.m. – 4:30 p.m.



**MEDICINE HAT
COLLEGE**

BROOKS CAMPUS

Alberta
Government



<i>Conference at a Glance</i>	
8:30 – 9:00	Registration
9:00 – 9:15	Opening Remarks
9:15 – 10:15	Key Note Address. <i>The Spirit of Leadership</i> – Jason Openo
10:15 - 10:30	Nutrition Break
10:30 – 12:00	Concurrent Session A A.1 Board Governance Basics A.2 Succession Planning for Board and Staff
12:00 – 12:45	Lunch
12:45 – 2:15	Concurrent Session B B.1 Risk Management for the Non-Profit Organization B.2 Board/Staff Roles and Responsibilities
2:15 – 2:30	Nutrition Break
2:30 – 4:00	Concurrent Session C C.1 The Nuts and Bolts of Understanding Financial Requirements C.2 The Changing Face of Volunteers and Staff – Skilled Volunteerism: Rethink How You Work With People
4:00 – 4:30	Evaluations Closing and Announcements of Upcoming Short Sessions Prize draws

COST: \$15.00/person. Maximum \$150.00/organization.

MAXIMUM SEATS: 100

REGISTRATION:

By Phone: 403 362 1677

In person at Brooks Campus

For More Information call: 403 362 1677

By Mail: 200 Horticultural Road East, Brooks AB. T1R 1E5

Nuts & Bolts of Running a Non-Profit Organization, May 25th 2019

Session Descriptions

Keynote: The Spirit of Leadership	Jason Openo	9:00 – 10:00	Atrium Cafeteria
<p><i>Leadership is personal.</i> Human beings need meaning, values, and a sense of worth. Frankl called this “purpose-in-life,” and this personal commitment to leadership is often forged through adversity. Each of us lives a narrative that defines who we are, and we must understand what holds the secret of our life because it contributes to leadership effectiveness. <i>Leadership is relational.</i> One’s personal mission has the power to influence and engage others beyond self-interest, and a strong sense of personal meaning contains the capacity to enhance group effectiveness. The leader must also cultivate smart networks to achieve a better future. <i>Leadership is directional.</i> We lead and join with others to accomplish something we cannot achieve on our own – to make the world a better place. To reach our desired future, we need to plot a course in difficult terrain and exploit fissures and cracks. The future is unknown and unknowable, but understanding trends is necessary to open up possibility.</p>			
A.1 Board Governance Basics	Julie Friesen Kelly McKean Alberta Culture	10:30 – 12:00	Rm 111
<p>Non-profit boards function effectively when they understand what it means to be a non-profit organization and what is expected of them as a board of directors. Join us for an interactive session to learn more about the:</p> <ul style="list-style-type: none"> • Legal landscape of non-profit organizations • Key roles and core responsibilities of board members • Skills and qualities of effective boards <p>The session concludes with an overview of a toolkit filled with practical resources for boards.</p>			
A.2 Succession Planning for Board and Staff	Julie Friesen Kelly McKean	10:30 – 12:00	Rm 170
<p>A succession plan is a component of good HR planning and management. Succession planning acknowledges that board members and staff will not be with an organization indefinitely and it provides a plan and process for addressing the changes that will occur when they leave. Good succession planning is about sound, risk management practice. It is a strategic and proactive approach to ensuring that non-profits nurture, identify, and recruit the leadership they need to succeed.</p> <p>Learning outcomes:</p> <ul style="list-style-type: none"> • Review theory and frameworks related to succession planning • Understand how governance, leadership and culture influence succession planning • Identify risk management strategies to support your succession planning <p>Learn how to move ideas to action in your planning</p>			
B.1 Risk Management for the Non-Profit Organization	Julie Friesen Kelly McKean	12:45 – 2:15	Rm 170
<p>Boards of non-profit organizations are responsible and potentially liable for the actions and activities of the organization and virtually every organization undertakes activities with inherent risk and liabilities. In this session, you will learn:</p> <ul style="list-style-type: none"> • Key concepts including risk, liability, due diligence, duty of care, and negligence • To identify risk and strategies for determining acceptable risk for your organization • How boards can manage risk through effective risk management policies and strategies as well as insurance coverage 			

B.2 Board/Staff Roles and Responsibilities	Julie Friesen Kelly McKean	12:45 – 2:15	Rm 111
<p>Boards carry the ultimate responsibility and direction for the organization’s progress by establishing, directing and influencing the implementation of policy. The senior staff person in the organization, often an Executive Director, is the employee of the board and is responsible for managing and implementing the policy direction established by the board. It is common for roles to become less than clear, or for board-staff relationships to lack the clarity and understanding necessary for an effective board/staff partnership.</p> <p>This session will include learning, discussion, and exploration of these critical roles and relationships. Participants will also have an opportunity to participate in some hands-on discussions to stretch their thinking.</p>			
C.1 The Nuts and Bolts of Understanding Financial Requirements	Nicole Gardner Brian Petersen JMH & Co.	2:30 – 4:00	Rm 170
<p>This session is designed to help directors of not-for-profit organizations (NPOs) to understand the financial statements of the organizations they serve. All directors have a personal responsibility for ensuring they understand the financial information provided to them and the financial implications of their decisions and actions.</p> <p>An understanding of financial statements is a prerequisite for effective oversight of the financial affairs of the organization.</p> <p>This session will assist NPO management and directors to understand:</p> <ul style="list-style-type: none"> • The role and responsibilities of the board, management and the auditor in financial reporting; • The concepts and terminology of financial reporting in the NPO sector; • Methodologies used in operating the financial side of an NPO and their importance. 			
C. 2 Skilled Volunteerism: Rethink How You Work With People	Volunteer Alberta	2:30-4:00	Rm 111
<p>The scope of volunteerism is changing. Today’s volunteers are looking for something different and nonprofit organizations need to be prepared to adapt and respond to key trends in volunteerism. This workshop will guide you to a new understanding of how to engage volunteers.</p> <p>You will learn how to recognize opportunities for mutual benefit and explore the possibility of engaging skilled volunteers in your organization’s work. Learn how to create positions and roles to maximize positive impact for your organization and volunteers.</p> <p>At the end of this session you will:</p> <ul style="list-style-type: none"> - Develop a deeper understanding of how volunteerism is changing - Learn how to create meaningful projects and skills-based volunteer positions that are mutually beneficial - Gain creative ideas on how to change your approach to volunteer engagement 			
Closing		4:00 – 4:30	Atrium Cafeteria
<p>Evaluations Closing and Announcements of Upcoming Short Sessions Prize draws</p>			