



A PRACTICAL 2-DAY COURSE FOR  
NON-PROFIT BOARD MEMBERS  
& EXECUTIVE DIRECTORS

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# BETTER BOARDS! LIVE™

an in-person training program for  
Nova Scotia's non-profit board members to rapidly  
improve board effectiveness

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**SEPTEMBER 27 & 28, 2023**



# PROGRAM OVERVIEW

SEPT 27 & 28 2023

in person!

## DAY 1 BETTER BOARD BASICS

COFFEE & NETWORKING

FROM 8:30 AM

BETTER BOARD BASICS

9:00 AM - 10:00 AM

SO YOU'RE A DIRECTOR... USING YOUR PASSION TO FUEL THE BOARD'S WORK

WHAT IS TODAY'S GOVERNANCE ALL ABOUT?

KEY CONCEPTS DIRECTORS NEED TO KNOW:

- PURPOSE & ROLE OF THE BOARD
- GOVERNING DOCUMENTS
- BOARD STRUCTURES AND COMMITTEES
- KEY ROLES & RESPONSIBILITIES
- REPORTING & ACCOUNTABILITY

BETTER BOARD FINANCE 1

10:15 AM - 12:30 PM

FINANCE BEST PRACTICES FOR STRONG NPOS

KEY CONCEPTS FOR NON-ACCOUNTANTS

MORNING BREAK - 15 MINS

READING & UNDERSTANDING FINANCIAL STATEMENTS

USEFUL FINANCIAL TOOLS & TEMPLATES

LIGHT LUNCH & NETWORKING

12:30 PM - 1:15 PM

*Bagged lunches available for those on the run*



# PROGRAM OVERVIEW

SEPT 27 & 28 2023

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## DAY 1 BETTER BOARD BASICS (CONT'D)

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LEGAL ISSUES FOR NON-PROFITS

1:15 PM - 2:45 PM

A DIRECTOR'S OBLIGATIONS

CONFLICTS OF INTEREST

UNDERSTANDING THE LEGAL ENVIRONMENT:

- COMMON LEGAL RISKS & PITFALLS - EMPLOYMENT, CONTRACTS, ETC.
- QUESTIONS DIRECTORS SHOULD ASK ABOUT LEGAL & RISK MATTERS
- DIRECTOR LIABILITY

BEST PRACTICES TO AVOID LEGAL TROUBLE

WHEN & WHY TO GET A LAWYER

AFTERNOON BREAK - 15 MINS

DEALING WITH CONFLICT

3:00 PM - 4:00 PM

- GOOD CONFLICT OR BAD CONFLICT? HEALTHY DEBATE IS YOUR FRIEND
- AVOIDING GROUPTHINK
- TECHNIQUES TO TRY WHEN THINGS ARE GOING WRONG

USEFUL TOOLS & TEMPLATES

WRAP-UP DAY 1

4:30 PM

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# PROGRAM OVERVIEW

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## DAY 2 BETTER BOARD ROUTINES

COFFEE & NETWORKING

FROM 8:30 AM

GOOD GOVERNANCE AS A 'SYSTEM'

9:00 AM - 10:15 AM

ALIGNING ON GOALS & PRIORITIES

USING MEETING AGENDAS TO GET STUFF DONE

IMPORTANT SOURCES OF THE BOARD'S INFORMATION

- CHAIRS REPORT
- EXECUTIVE DIRECTORS' REPORT
- COMMITTEE REPORTS

MORNING BREAK - 15 MINS

WORK SMARTER, NOT HARDER

10:30 AM - 12:15 PM

THE JOY OF REPEATABLE BOARD ROUTINES

TURNING TASKS INTO ROUTINES FOR:

- MEETING REGULATORY OBLIGATIONS & COMPLIANCE
- FOOLPROOF BOARD & COMMITTEE WORKPLANS
- TRACKING OF ACTIONS & DECISIONS
- BETTER BOARD PACKAGES

USEFUL TOOLS & TEMPLATES

LIGHT LUNCH & NETWORKING

12:15 PM - 1:00 PM

*Bagged lunches available for those on the run*





# PROGRAM OVERVIEW

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## DAY 2 (CONT'D) BETTER BOARD PERFORMANCE

**GETTING CULTURE RIGHT**

1:00 PM - 2:30 PM

**SETTING THE TONE: ROLE OF BOARD CHAIR**

**CREATING A POSITIVE ENVIRONMENT FOR DECISION-MAKING**

**BETTER BOARD ENGAGEMENT & DISCUSSIONS:**

- DIRECTOR PREPAREDNESS
- TECHNIQUES TO ENGAGE DIRECTORS
- IN-BETWEEN MEETING COMMUNICATIONS

AFTERNOON BREAK - 15 MINS

**MEASURING EFFECTIVENESS**

2:45 PM - 4:00 PM

**THE DELICATE MATTER OF PERFORMANCE REVIEWS**

- IMPORTANCE OF OBTAINING OBJECTIVE FEEDBACK
- OVERCOMING COMMON CONCERNS & OBJECTIONS
- MAKING IT A POSITIVE & BENEFICIAL EXPERIENCE

**KEY BOARD PROCESSES:**

- BOARD EFFECTIVENESS EVALUATIONS
- EXECUTIVE DIRECTOR PERFORMANCE REVIEWS

**USEFUL TOOLS & TEMPLATES**

**WRAP-UP & DEBRIEF**

4:30 PM

# IDEAL FOR

NEW BOARD MEMBERS  
EXECUTIVE DIRECTORS  
& ANYONE CONSIDERING  
JOINING A BOARD IN  
FUTURE

# BETTER BOARDS!

SIMPLIFY BOARD WORK  
& MAKE A GREATER IMPACT

## MEET YOUR COACH



KATHRYN COSGROVE CMC MBA  
Founder & Lead Facilitator

As a governance consultant and former partner at Canada's largest professional services firm, I've advised numerous non-profit boards on how they can improve governance, and even developed a brand new software tool to measure board effectiveness. But I still felt something was missing, and non-profit boards still needed support.

Do you ever feel that you're not sure what your role is as a director? Maybe the board's activities are overwhelming, confusing, or not as organized than you would like? Maybe you're a new board chair or director and need some foundational concepts to help you be effective in your new role.

If this sounds like you, not to worry - you're in the right place.

I created the Better Boards! program to help nonprofit boards and senior leaders focus on what's really important, implement simple and foolproof routines that take the guesswork and confusion out of board activities, and make rapid progress on the stuff that matters. This course and the toolkit you receive are actually based on my real-life work managing a busy board, so I know what a lifesaver these routines and tools can be.

And thanks to some corporate friends who have provided generous support for this program, we can now pass on our knowledge on to you! As they say, why work harder? Better Boards! helps you work smarter.

Hope to see you soon! And in-person (I know, right? It's exciting to be meeting real people!) If you have questions, feel free to contact me at [kathryn@betterboards.live](mailto:kathryn@betterboards.live).

Participants will receive the  
Better Boards! toolkit at no  
additional charge - a \$195 value!

FOLLOW @BOARDSLIVE  
FOR FREE TIPS AND TRICKS!



## REGISTRATION FEES

EARLY BIRD (BEFORE AUG 31)	\$399
FULL RATE (STARTING SEPT 1)	\$549

*To get the most out of the Better Boards! program, we recommend that executive directors join boards planning to attend.*

\*\* LIMITED AVAILABILITY \*\*

sign up online

**REGISTER TODAY**  
<http://betterboards.live>

## OTHER PROGRAMS IN THE BETTER BOARDS! SERIES

- BRAND NEW BOARD ADMIN™
- BRAND NEW BOARD MEMBER™
- BRAND NEW BOARD CHAIR™
- SPECIAL TOPICS IN NON-PROFIT GOVERNANCE