



# CONFERENCE SESSIONS

## **Are You Legally Fit?**

What are the legal requirements that non-profits and registered charities must adhere to? This session will discuss federal and provincial official requirements that your registered charity or non-profit must comply with and suggests ways to ensure compliance using checklists and other accountability tools.

## **Board Member Fundamentals for Financial Statements**

This session will provide of an overview of the basics of reading financial statements; explain how financial statements should be used by members of a not-for-profit; and clarify key items to be aware of in assessing and improving the viability of an organization.

## **Building Your Membership**

This session focuses on the importance developing your membership and how to run effective membership drives. Successful membership sales means connecting with everyone in the community; new members, existing members and board members. They are often the first point of contact, they know what may be of interest to new members, they are able to explain priorities, and flag potential new volunteers, and they hear first-hand what members find important.

Learn how to use and manage your membership information, how to run a membership sales drive, the variety of supplies you can use for sales, and most importantly, how to have fun while building the membership.

## **Bylaws, Policies, and Procedures: What's the Difference?**

Written and clear guidelines for the governance of your organization can save you and your board of director's time and energy, but sometimes it is hard to know what information should go in which documents. What are the differences between policies and bylaws? What about objects and procedures? How do you ensure that what you have is adequate and useful? This session will provide a clear understanding of the differences among these core documents and how to use them effectively in your organization.

## **Committees and Executive Positions**

So you hold an executive position on the board, now what? These positions serve important roles on the board. Committees can be an effective way for boards to carry out many of their responsibilities. This interactive workshop will cover the basics of committees including what committees can support the board's work, how to start a committee, how to write a terms of reference and how to delegate authority to a committee while ensuring oversight as a board.

## **Conflict: Identity, Manage, Resolve**

Conflict is a natural element of relationships. How we deal with (or sometimes ignore) conflict can often create challenges for us in the short, medium and/or long term. In this interactive session, participants will walk away with a better understanding of how to identify, manage, and resolve conflict that occurs in non-profit organizations. Instructors will use a combination of lecture, activities and discussion to help participants explore the theory and scenarios of how conflict can occur in non-profit organizations; and learn and practice using several key skills and tools for managing conflict.

## **Creating Strong Board Team Dynamics**

A board is more than a collection of random passionate people sitting around a table making decisions. Join us to discuss the importance of role clarity on your board and effective tools that help everyone understand who will be doing what. You can look forward to an overview of the traditional roles on a board as well as a discussion of trends we are seeing in roles today.

## **Effective Meetings for Non-Profit Boards Workshop**

Are Robert's Rules getting you down? Does your current board president know how to run an effective meeting? Are you pulling out your hair because your board meetings are driving you crazy and you don't know where to turn? Then you and your team are going to love the Effective Meeting Leadership for Non-Profit Boards Workshop!

This session is based on the proven 10-step system in Gordon Sheppard's book called The Meeting Leadership Solution and during this session you'll get the practical tips and inspiration you need to make your non-profit board meetings highly productive.

### **Learner Outcomes:**

- Step 1 – Learn why great meetings start with you and how you can be accountable
- Step 2 – Deepen team trust through learning fast, practical communications techniques
- Step 3 – Learn how to calculate the actual cost of a meeting so that you don't waste a single second
- Step 4 – Become an awesome meeting facilitator
- Step 5 – Learn how to connect each meeting directly to your organization strategy so you can serve your clients at a higher level
- Step 6 – Find out how to build a blockbuster AGENDA that will excite your entire team
- Step 7 – Learn why where you meet is as important as what you're meeting about
- Step 8 – Get awesome meeting productivity improvement resources
- Step 9 – Learn how to follow up FAST
- Step 10 – Get inspired and take action!

## **First Strategic Thinking...Then Strategic Planning**

In this interactive session you will explore with other delegates the importance of strategic thinking and what it means to be truly "strategic" before you begin the typical planning process. You will also have the opportunity to learn some more advanced level theory around organizational planning. And best of all – you will come away with tips on how to build ownership and commitment, resulting in a plan that is closely followed, versus one that collects dust!

## **Panel: Broadening Your Membership**

Staff and Volunteers from City of Edmonton Access Advisory Committee, Next Gen and AgeFriendly Edmonton will share success stories and practical tools on how implement access and inclusion strategies in programs. Panel representatives include: Heather Crowe, Katie Holmes and Eric Storey.

## **Phishing: Essential Tools to Mitigate Fraud**

Fraud comes in many forms. It can include cyber attacks, bookkeeping, or fraudulent vendors/contractors. In an ever-evolving, interconnected workplace, the threat of ransomware and social engineering is increasing at an alarming pace and risks to personal and organizational data have never been greater than today.

This presentation will give you the opportunity to learn how to reduce your organization's risk from one of the most common methods of cyber attack: phishing. Our presenters will give you a deeper dive into the issue of phishing and how it could specifically effect small to mid-sized non-profit/voluntary organizations and their leadership, board members, or operational staff. Real world examples will be highlighted to offer practical, effective areas where your organization can improve and long term strategies and recommendations will be offered to help protect you, your team and your organization's digital assets from those that would look to profit at your organization's expense.

An open question period will also be available at the conclusion of the presentation for participants who are interested in going more in-depth into any of the topics covered.

## **Roles and Responsibilities of the Board – Governance Basics**

Boards function most effectively when everyone on the board knows what their roles are and what is expected of them. Join us for an interactive session where we identify ways to make board members' lives easier and boards more productive! This session will be of special interest to board members who wish to better understand their role.

## **The Benefits of Building Social Connection**

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## **What Board Members Should Know and Ask About Organizational Finances and Financial Reporting**

When it comes to fulfilling board governance duties, the realm of finances and financial statements can seem like a foreign language. The purpose of this session is to distill essential topics and provide attendees with the confidence to contribute to discussions in their organizations. Financial literacy is the responsibility of every board member and cannot be delegated. Learn how boards must meet their obligations and help the organizations they serve.

### **What's Next? Facilitated Discussion:**

Do you learn better when you have the chance to chat about what you have learned with other people? Do go to conferences to engage with other people, network, and have the opportunity to bounce ideas off each other? Would you feel a sense of closure after a conference if you had the chance to discuss key points, dig in a bit deeper on governance topics of interest, and explore what you have learned together with other participants? If you say "YES!!" to these kinds of questions, then join us in this discussion to reflect back on the day, talk about the various speakers you heard, including the key notes, and integrate your learnings. Best of all, come away with a synthesized action plan about what you will do with all this wonderful wisdom, rather than just a jumbled brain full of new ideas!!