

BLEND
ED
LEARNING
PROGRAM

SUMMER 2019



ALBERTA BOARD MEMBER ESSENTIALS

EDUCATING ALBERTA'S
EMERGING BOARD LEADERS

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OVERVIEW: Alberta Board Member Essentials (ABME) is a five-week program that combines **online, self-driven course-work** with **in-person instruction** and **hands-on learning** to give Alberta's board leaders the tools to be effective in guiding their organization toward its mission and vision.

This course was designed with both **board beginners** and **seasoned veterans** in mind. By emphasizing the latest provincial policy developments, emerging trends, and best practices in board leadership, ABME will amplify your skills and capacity regardless of your experience serving on boards.

LEARNING ROADMAP:



MODULE 1

OVERVIEW OF THE ALBERTA NON-PROFIT SECTOR

Online Learning
July 29–August 5



MODULE 2

BOARD MEMBER FUNDAMENTALS

Online Learning
August 6–August 13



MODULE 3

WORKING AS A SUM OF THE PARTS

In-Person Learning
Tuesday, August 13

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OVERVIEW OF THE ALBERTA NON-PROFIT SECTOR

Online Learning (approx. 3 hrs)

The non-profit sector represents a substantial segment of our society. It plays a significant role in shaping a community's quality of life as well as being a major economic driver and employer. When leading as a board member, it's important to understand the environment in which you operate, including other organizations that may be partners, collaborators, or even competitors, as well as the legal frameworks that influence and drive the operations and behaviours of your organization.

THIS MODULE GIVES YOU THE TOOLS TO:

- Explain the impact non-profits have in their community
- Define the differences between non-profits and explain how the laws affect their governance and activities differently
- Explain the differences between bylaws and policies and how they impact and are impacted by the board
- Explain the role of membership within organizations

2

BOARD MEMBER FUNDAMENTALS

Online Learning (approx. 3 hrs)

This module provides an overview of the role of governance and shared leadership as it relates to the non-profit sector, including charities. A specific focus will be roles and responsibilities, both as an individual board member and as a member of a the collective board. The session explores the board's and board member's legal, ethical, and fiduciary responsibilities.

THIS MODULE GIVES YOU THE TOOLS TO:

- Make connections between the role of the board and the role of the Executive Director
- Explain how the roles of the board, a board member, and the Executive Director differ and complement each other
- Recognize a conflict of interest and determine the proper steps to address it
- Explain the difference between legal and ethical and understand the laws that impact board members and their organizations
- Explain the different ways boards make decisions and their advantages and disadvantages

3

WORKING AS A SUM OF THE PARTS

In-person Learning (4 hrs)

The first of two in-person sessions, Module 3 supports participants to transition their learnings thus far into practice.

Using case studies and collaborative role-playing, explore how decisions are made, how relationships and leadership are maintained, and how organizational leadership as a board member is different than leading a team or organization.

THIS MODULE GIVES YOU THE TOOLS TO:

- Recognize a conflict of interest and determine the proper steps to address it
- Explain the different ways boards make decisions and their advantages and disadvantages
- Feel comfortable participating as a member of a decision-making body
- Make connections between the mission, vision, and values of the organization and its operations, policies, and strategic plan
- Make governance decisions in alignment with an organizations mission, vision, and values.

* As the **Online Learning** modules are self-guided, the program will remain open to new registrants until July 29, or when the program is filled.



INSTRUCTOR DAVID FELDMAN

David Feldman is the Director of Programs and Initiatives at the Edmonton Chamber of Voluntary Organizations. His expertise focuses on progressive governance and leadership development in the non-profit sector in Edmonton and Alberta.

David holds a B.Sc. in Mathematical Sciences and an M.A. in Interdisciplinary Studies, with PMP (Project Management Professional) and Q. Med (Qualified Mediator) designations. His Masters Thesis explored the collective cognition of interdisciplinary teams.



MODULE 4 UNDERSTANDING FINANCIAL MATTERS Online Learning August 14-27



MODULE 5 STRATEGIC BOARD LEADERSHIP In-Person Learning Tuesday, August 27



ALBERTA BOARD MEMBER ESSENTIALS makes use of recorded video from various Alberta non-profit leaders to give you diverse perspectives on the state of the sector and what it takes to be a successful board leader in Alberta.

Combined with readings, case studies, short quizzes, and face-to-face instruction, **ABME's** blended learning structure is a dynamic approach to learning the essentials of non-profit governance.

Online components are hosted on **Teachable**, the easy-to-use online platform for interactive course work.



teachable

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UNDERSTANDING FINANCIAL MATTERS

Online Learning (approx. 3 hrs)

This online module provides clarity on essential non-profit and charitable financial documents and best practices to support board members in the fiduciary duties that will keep their organization financially stable, legally compliant, and well-equipped to achieve their missions and mandate.

THIS MODULE GIVES YOU THE TOOLS TO:

- Properly interpret critical non-profit financial statements and documents
- Formulate key trends about the organization from its financial data
- Recognize common indicators of financial problems

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STRATEGIC BOARD LEADERSHIP

In-Person Learning (4 hrs)

The second in-person session and final program module gathers participants to reflect on their experiences and provides insight in how to strategically advance an organization's mission and vision.

Spend time exploring how boards build, implement, and lead strategy through decisions and policy. Examine a board and organization's work in advocating for its cause legally, morally, and ethically. Exploring emerging trends in organizational messaging.

THIS MODULE GIVES YOU THE TOOLS TO:

- Lead strategic governance
- conversations at a board meeting
- Explain the role of advocacy on their strategic outcomes and the laws that influence their organizations advocacy strategies
- Make the connections between the organizational outcomes and the work of the Executive Director



Edmonton Chamber of Voluntary Organizations

In the Metro Edmonton region, ECVO serves as a trusted advisor and thought leader that works with change-ready public benefit organizations to:

- build their resilience, increase their organizational capacity
- and build their confidence and skills to address the pressures they face
- build their capacity for effective collaboration by facilitating the transition from conversation to action.

BECOME A MEMBER

ECVO members are a proud collective voice working together to empower, strengthen and sustain the region's nonprofit sector. Your membership is essential in promoting interest, involvement and investment in our communities and our city.

Become a part of Edmonton's largest nonprofit network today!

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THIS PROGRAM WAS MADE POSSIBLE THROUGH THE SUPPORT OF:



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