

BOARD ORIENTATION WORKSHOP

1. Introduction to Board Orientation

- Importance of board member orientation
- Announcing the arrival of the new board members
- Generate a new member welcome packet
- Acquaint new board members with the organization
- Who should run the meeting
- Who should attend

2. Onboarding Process-Issues for Discussions

- Mission, purpose and framework of operations
- What does the board do
- How voting works
- Current projects and vision for the future
- Strategic direction
- Financial review & approved budget
- Expectations
- Meeting schedules
- Current board members & List of committees
- Year to date board highlights

3. Board Roles and Responsibilities

- Setting direction
- Establishing policy-based governance system
- Executive recruitment, development and compensation
- Fiduciary duty to protect an entity's assets

4. Individual Directors' Attributes

- Independence
- Lack of conflict of interest
- Personal qualities and availability
- Courage to challenge intelligently

5. Understanding the Business

- An entity's mission and vision
- Strategic plan
- An entity's key policies and procedures
- The legal environment

6. Board Meetings

- Preparation for board meetings
- Attendance at board meetings
- Individual directors' participations
- Minutes of board meetings
- Board resolutions

7. Skills and Talents Acquisition

- Skill-sets aligned with mission, vision and objectives
- Competence and knowledge of the business industry
- Individual directors

FEES

The course attracts a fee of **USD 670** per delegate inclusive of tuition, reference materials, morning and afternoon teas/refreshments and lunch