



# Board Orientation Workshop

Wednesday, October 18, 2023

7:00pm-9:00pm

## **The Role of the Board of Directors: Functions & Responsibilities** **Madalena Coutinho – Certified Professional Facilitator**

This **virtual Zoom** workshop prepares board members to be ready to jump off and become contributing members of the board from the start. It examines the process of how to ensure that they know their responsibilities, are prepared to act on them, and that your board works as a team to help accomplish the organization's goals.

### **The following key learning outcomes covered are:**

- The role and functions of the Board
- The Board structure and process
- Board/staff relations
- Executive Director evaluation responsibility
- Confidentiality, conflict of interest and the code of ethical conduct
- Effective board meetings and effective board members
- Why boards micro-manage and how to get them to stop
- Effective decision-making processes
- Ensuring successful meeting....and more!

Name of CPE \_\_\_\_\_ ☐ QAPPD Member ☐ Non-Member

# of participants: \_\_\_\_\_ x \$30.00 (Per QAPPD Member) = \_\_\_\_\_

# of participants: \_\_\_\_\_ x \$50.00 (Per Non-Member) = \_\_\_\_\_

**Payment due** October 13<sup>th</sup>, 2023

direct deposit with Anita [daycare@dawsoncollege.qc.ca](mailto:daycare@dawsoncollege.qc.ca)

e-transfer [payments.qappd@gmail.com](mailto:payments.qappd@gmail.com) OR

send cheque payable to: QAPPD CPE Dawson c/o Anita Bartha  
3040 Sherbrooke St. Quest Mtl Qc H4W 2J8

### **Non-refundable**

Zoom link will be sent to the CPE's once registration and payment has been received.



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