



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 _____

of participants: _____ x \$30.00 = _____

Payment due October 13th, 2023

direct deposit with Anita daycare@dawsoncollege.qc.ca

e-transfer 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.