FIA Fundraising Institute Australia

The Professional Body for Australian Fundraising

Governance Foundations for Not-for-Profit Directors Program

'For High-performance charity boards'

DELIVERY

In-Class

DURATION

2 Days

IN-CLASS LOCATIONS

Sydney on 7th-8th June

Melbourne on 14th-15th June

DESCRIPTION

This course is delivered by two of Australia's leading professional associations. The Australian Institute of Company Directors (AICD) is Australia's **leading provider of executive-level training** and the FIA is Australia's foremost authority on fundraising best practice.

This intensive **two-day program** covers everything you need to know to be more effective at the boardroom table, and **serve your organisation and its mission** as effectively as possible.

WHO SHOULD ATTEND

- Directors and executives who want to make a real difference to the organisations they serve
- Directors of not-for-profit organisations
- Experienced Directors for whom the fundraising sector is new
- Directors who are seeking to transition into not-for-profit directorship
- Those who are considering accepting a directorship

- Executives who want to interact with their not-for-profit board more effectively

WHAT YOU'LL LEARN

- The specific challenges facing charities and the operational differences from the commercial sector
- The legal and ethical responsibilities of board members and legal reporting requirements
- Guidelines to help boards operate more effectively
- Understand finance, strategy and risk for the NFP Director
- Interpreting financial ratios in NFP organisations and their use in driving strategy
- Developing an appropriate strategy for fundraising
- Ethics, acceptable fundraising practice and control

MODULES AND TOPICS COVERED

This program consists of four modules. Modules 1-3 are delivered by AICD's experienced company and Not-for-Profit Directors. Module 4 is delivered FIA Board Chair, Nigel Harris.

DAY 1

Module 1

- **Duties and Responsibilities of the Not-for-Profit Director**
  - Role of the Not-for-Profit Director
  - Importance of fulfilling your charity's vision, mission and values
  - Process for induction of new Directors
  - Overview of the regulatory framework (includes ACNC)
  - Reporting and disclosure requirements for Not-for-Profit organisations
  - Conflicts of interest
  - Volunteers and the blurring of Director and other volunteer roles
  - Identifying appropriate insurance
  - How Boards can operate more effectively
  - Understanding NFP sector regulations
  - Legal reporting requirements for charities
  - Governance Structures (good practical models)

Module 2

- **Strategy and Risk for the Not-for-Profit Director**
  - Determine the vision, mission and values of the organisation
  - Overview of the Director's role in risk oversight, monitoring and management
  - Establishing the link between strategy and risk management, risk culture and effective leadership
  - Identifying stakeholders and stakeholder management strategies

- Analysis of Board issues relating to fundraising and sponsorship
- Creating awareness of personal risk appetite and how this affects Board decisions

DAY 2

Module 3

- **Finance for the Not-for-Profit Director**
  - Overview of the Directors role in signing off accounts and evaluating financial solvency
  - Commonly used accounting terminology
  - Overview of financial statements (Balance Sheet, Income Statement, Cash Flow Statement, Net Cash Flow, Statement of Changes in Equity
  - What does each statement tell us?
  - How do the financial statements link to create the financial story of the organisation?
  - Reports required by funders, government agencies and regulators
  - Directors declaration

Module 4

- **Strategic Fundraising for High-Performance Charity Boards**
  - The fundraising landscape
  - Scale and trends in the Charity Sector
  - Competition and collaboration
  - How Charities raise money – programs and tactics
  - Individual Giving
  - The importance of and practice of donor development
  - Major Gifts and Capital Campaigns
  - Corporate Sponsorship and fundraising programs
  - Community programs
  - Ethics, acceptable fundraising practice and regulatory control
  - Applying business thinking to fundraising – balancing resources for charitable programs vs future growth and stability
  - Formulating a fundraising strategy appropriate to the charity's purpose
  - Measurement and reporting frameworks for fundraising
  - Recruitment, development and retention of fundraising staff
  - Board and CEO leadership and fundraising
  - Board members as fundraisers – practical tips on how you can help

BENEFITS

This program will give you:

- The essential skills to actively contribute to the success of the charity you serve
- A new perspective on not-for-profit board governance and what constitutes a high-performance board
- The ability to optimise the time you devote to your role as board director
- A great opportunity to connect with and learn from other senior directors with similar challenges and concerns

PRICING

FIA Member: $1,199

Staff of Organisation Member: $1,270

Non-Member: $1,495

HOW TO REGISTER

To register yourself or a Board member, go to fia.org.au/governance

For further information, speak to our helpful education team on 1300 889 670 or email to training@fia.org.au.

AICD LEARNING PATHWAY

If you're an AICD member or planning to be one, this course will earn you 20 points towards your 'Director Professional Development' program.

CFRE CREDENTIAL

CFRE International

*Full participation in the **Governance Foundations for Not-for-Profit Directors Program** is applicable for **up to 7.5 continuing education points** in Category 1.B – Education of the CFRE International application for initial certification and/or*