

Better Boards – Workshop Outlines

Better Boards offers a programme of in-house workshops and open seminars for trustee boards and management committees of voluntary and community organisations in Hertfordshire. All sessions outlined here will provide the key information that trustees and managers need to know. The topics will be explored in an interactive format with practical exercises to ensure they are made relevant and that what is learned can be applied to improve the effectiveness of the participating organisations.

All organisations will initially have a consultation with one of HCF's Better Boards trainers – this will help to identify each organisation's needs and prioritise the topics that will be delivered as Bite-Size sessions in-house and as open seminars.

Good Governance

A 4 hour workshop delivered in-house to the board and senior manager(s) covering:

- Types of voluntary organisations and the implications for trustees/directors
- The 2017 Charity Governance Code
- Key legal requirements
- Role of the Chair
- Resources available for reading/reference

Bite-Size Sessions

Delivered in-house to the board and senior manager(s) – can be part of a board meeting

<p>Trustee – Staff Relationships: What do we need from each other?</p> <ul style="list-style-type: none"> • Understanding our roles • Dealing with issues, concerns and difficult times
<p>Meetings, Better Meetings!</p> <ul style="list-style-type: none"> • How good are our current meetings? • Top tips for improving meeting effectiveness
<p>Trustees and Strategy Development</p> <ul style="list-style-type: none"> • Laying good foundations and direction • Organisational purpose – why are we here? • How to develop and review strategy. Who should be involved?
<p>Demonstrating Leadership and Integrity</p> <ul style="list-style-type: none"> • What is leadership? How well do we handle issues? • How do we build trust and confidence with our stakeholders?

<p>Making Decisions and Managing Risk</p> <ul style="list-style-type: none"> • Principles for good decision-making • Getting the balance right in managing risk
<p>Board Effectiveness – Can we do it better?</p> <ul style="list-style-type: none"> • How good is our team? Could we do it better? • Building our team – recruitment and induction of new trustees
<p>How to Create a Diverse Board</p> <ul style="list-style-type: none"> • How more diverse can the board become? • Ways of approaching diversity
<p>Being Open and Accountable</p> <ul style="list-style-type: none"> • How well do we communicate with our stakeholders? • Tips and ideas for doing it better

Open Seminars

Potential topics for open seminars – these will be short courses of approx. 90 minutes that may be delivered as breakfast, lunchtime or twilight sessions. Individual trustees, directors or managers can book places and meet peers from other organisations.

Trustee Recruitment
Managing the Board’s Composition and Dynamics
For CEO’s/Senior Managers – How to Work with your Board
Finance – How to Report Effectively to your Board
Managing Risk
Minute-Taking
Understanding/Developing CEO – Chair Relationships (attend together)

We welcome any further ideas for potential topics for in-house workshops or open seminars – please let us know if there is an issue your organisation would like to explore with an experienced trainer.

Eligibility for Better Boards

The Better Boards programme is funded by Hertfordshire County Council Adult Care Services. The fully funded and subsidised provision is only available to voluntary and community organisations providing adult social care in Hertfordshire. Please refer to the website <http://www.hertscf.org.uk/hcft-better-boards---about> for details of entitlements for eligible organisations.

If your organisation is not eligible for the funded provision – please contact us for information on the costs.

01707 251351

hcfttraining@hertscf.org.uk