GOVERNANCE

Phase III: Evolving Governance

Activity 17: Continuing Education

Goals

1. Determine what information is necessary for Board members to feel invested, informed and engaged

2. Identify topics that inform Board discussions and decisions

3. Create a continuing education plan (schedule and content) based on those topics for Board members

Prerequisites

Activity: Position Descriptions for Elected Leaders or equivalent

Who Should Participate?

Current Governance participants, Program management (tactical thinkers)

Length

60-90 minutes

Background

With more mature programs, governing boards frequently have a mix of participants with a range of backgrounds and experience. Those who have been on the board for some time may feel like the time to ask questions has passed, while those new to the program may be reluctant to ask questions in front of other, more experienced members.

Pre-work

1. Poll current and outgoing board members on what they would have found helpful

2. Poll current and incoming board members on what they would like to know

3. Distribute poll results to activity participants

4. Participants should review existing board position descriptions to review information needed to carry out their duties and make decisions

Activity Instructions

1. As a group, develop a top-level outline of topics important for board members

2. Consider methods to help onboard or provide continuing education for these topics (e.g. for financial oversight, perhaps an overview of how to read financial reports, etc.)

3. Prioritize the topics (if necessary, vote on topics to prioritize)

4. Turn outline into a continuing education plan, which includes:

    a. Preferred delivery method - live webinar, short, recorded video, one-pager, etc.

    b. A schedule that works for your audience and their needs (for example annual orientation, semi-annual topical deep dives, etc.)

    c. Assign responsibilities for developing/recording/hosting the content

    d. Include timelines for review and maintenance of the plan such as making updates and adding new content