



GOVERNANCE

Phase III: Evolving Governance



Activity 17: Continuing Education and Deep Dives

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 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 they would have found helpful
2. Poll current and incoming board members on they would like to know
3. For board members who are participating in this meeting:
 - a. Review Board Position Descriptions to derive information needed to carry out their duties and make decisions
 - b. Develop a top-level outline of what would be useful overall (orientation) and for continuing education for each topic, e.g., for financial planning, it may be how to read a financial report.

Activity Instructions

1. As a group, review outlines created by board members
2. Review poll results and revise outlines as needed
3. Brainstorm additional topics that the board generally deals with, and revise outlines as needed
4. Turn outlines into continuing education plans, 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, quarterly topical deep dives, etc.).
 - c. Assign responsibilities for developing/recording/hosting the content
5. Determine plan for review and maintenance of education plan, such as adding new content and revising content