



## Module One – Introduction

- Course navigation
- Course guide
- Explanation of course resources
- Course objectives
- Welcome on board
- Resource: Definitions
- Why have a board, anyway? (3 screens)
- Resource: Profit vs. nonprofit boards
- Quiz
- Your board acts as a unit
- Quiz
- Review module one

## Module Two – 8 key board responsibilities

- Introduction to module two
- Hire, fire and guide the executive director (3 screens)
- Quiz
- Provide strategic direction
- Quiz
- Develop policy
- Quiz
- Budget and finance
- Financial policies
- Resource: Financial policies
- Budget planning and monitoring
- Quiz
- Audit
- Resource: Smart board members' questions about finance
- Quiz
- Fundraising (3 screens)
- Resource: Board's role in fundraising
- Quiz
- Board manages itself (3 screens)
- Resource: Board orientation manual
- Board manages itself (2 screens)
- Quiz
- Human resources
- Resource: Board's role in human resources
- Audit and quality control
- Quiz
- Review module two

## Module Three - Board/Staff relationship

- Introduction to module three
- Board and the executive director (4 screens)
- Resource: Governance and support model
- Quiz (x4)
- Review module three

## Module Four - Issues requiring special board attention

- Introduction to module four
- Confidentiality
- Quiz
- Conflict of interest (2 screens)
- Resource: Preventing conflicts of interest
- Quiz
- Ethics
- Resource: Ethical dilemmas
- Legal
- Risk management and liability
- Resource: Mitigating liability
- Quiz
- Review module four

## Module Five – Committees and task forces

- Introduction to module five
- How committees work
- Who sits on your committees
- Committee work should be meaningful
- Resource: Committee terms of reference
- Resource: Typical board committees
- Review module five

## Module Six – Effective board meetings and effective board members

- Introduction to module six
- Preparing for board meetings (2 screens)
- Resource: Board meeting checklist
- Quiz
- Conducting effective meetings
- Resource: Conducting effective meetings
- Resource: Board makeover case study
- Quiz
- Hints for being an effective board member
- Review module six
- Additional references
- Wrap up