

Proposal for

Headway Gippsland

Board Governance Training



Non Profit Training

educating and empowering those with purpose

Attention:

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9 March 2021

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1. Introduction

Non Profit Training (NPT) is pleased to provide Headway Gippsland (Headway) with a quote for a **Board Governance Workshop** to be delivered for their Board members.

NPT has provided a range of training and project work for Headway over the past 4 years. As part of the accreditation audit, it was identified that further training in governance would be advantageous for the Board given the growth of Headway.

The following outlines details and costs associated with the proposed governance workshop we recommend being delivered face to face for the Headway Board. The workshops will be tailored to meet the Board's needs and identified areas of focus, with the content for the session finalised following a discussion with key people within the organisation prior to the delivery of the workshop.

2. Proposed Board Governance Workshop

The NPT team has been designing, developing and delivering governance training to non-profit organisations since our inception nearly six years ago, and prior to this in other organisations. We work together with our clients to ensure our programs meet their current and future needs and develop outcomes to ensure the workshop's efficacy.

Our governance programs delivered both online and face-to-face, focus on linking the culture and vision of the organisation to how good governance looks in an inclusive, innovative and resilient enterprise.

NPT's governance training will provide the Headway Board with the foundation knowledge and a clear understanding about their role in the oversight of Headway and its services. It will guide them through understanding the roles and responsibilities of the Board and members and how these interact in a well governed and successful organisation which is future focussed.

See **Appendix A** for an outline of an NPT Governance training session. This would be the base from which we would tailor a program suitable for the Headway Board.

Appendix B shows the list of topics which can be covered in an in-house tailored governance session.

3. Proposed Program Fees

The following tables outline the proposed cost options for NPT to deliver the face-to-face **Board Governance Workshop** for the Headway Board. The two options are based on either full day or half day workshops.

OPTION A | BOARD GOVERNANCE WORKSHOP – FULL DAY

Activities	Duration	Costs (GST Excl.)
Review of documentation, preparation and customisation based on Headways needs	2 hours	\$300
Governance training	5.5 hours	\$2,700
Travel and accommodation		\$380
	Total	\$3,380

OPTION B | BOARD GOVERNANCE PROGRAM WORKSHOP – HALF DAY

Activities	Duration	Costs (GST Excl.)
Review of documentation, preparation and customisation based on Headways needs	2 hours	\$300
Governance training	3 hours	\$1,700
Travel		\$240
	Total	\$2,240

Please note:

The above in-house online program costs are based on:

- » A face-to-face workshop being delivered before the end of June 2021
- » A workshop being delivered during the week. An additional 20% (of workshop costs) will be added to any workshops delivered on a weekend.
- » Group sizes up to 15 participants.
- » Costs which include an estimation of travel time and accommodation. Wherever possible we will share these costs with travel planned with other clients
- » Headway being responsible for venue booking and any costs associated for the venue including catering and a projector, white board or flipchart for the facilitator to use at the session.
- » Headway ensuring all requirements for social distancing and safe food handling.

4. Non Profit Training

ABOUT US

NPT is a business supported with education and training professionals who have been managing and providing training services for Australian non-profit organisations for over 20 years. Our tailored training and volunteering support services will challenge and motivate management, community members and boards to rethink their strategies and improve their organisational performance.

OUR APPROACH

Our goal is to educate, empower and build the capability of non-profit organisations so they can focus on their purpose. We believe in working with boards to maximise and build their strengths and knowledge. Similarly, we work with staff and the volunteering team who deliver community services, as an enabler to support their passion and ensure the future success of their organisations and the communities they support.

OUR SERVICES

While NPT specialises in providing public and in-house training for non-profit organisations, we also provide extended services alongside this which help to educate and empower Australian not for profit organisations. These services include:

Public and in-house workshops

- » Board training
- » Grant writing training
- » Governance training
- » Strategic planning training
- » Financial training
- » Leadership training
- » Marketing training

Board and Executive Coaching / Mentoring

- » Board coaching
- » Board mentoring
- » Meeting / planning day facilitation
- » Leadership team coaching
- » Community leader mentoring
- » NDIS transitioning

OUR TEAM

The facilitating team at NPT all have experience working on boards of, and as leaders within, non-profit organisations so their understanding and application of processes delivered in training sessions come from a logical, practical and realistic viewpoint which be easily understood and implemented.

Below are the details of the NPT team who will collaborate together to prepare and deliver the Board Governance workshop for Headway.

Jenny Holliday AM, GAICD

Jenny is a Director and Facilitator / Consultant for NPT with over twenty years' experience working in senior leadership roles and on boards in the not for profit sector. Her NFP board appointments have been in the disability, sporting, education and environmental sectors and has a wealth of experience in mentoring Boards and CEO's as well as delivering training and organisational solutions through her roles with charities and non-profits. Her experience also includes roles on advisory committees at international, state and local council levels.

Jenny has facilitated a range of capability building and strategic sessions as well as in house projects within the sector including: Gippsland Women's Health, Our Watch, DELWP, Victorian Women's Trust, Meals on Wheels, Ross House Association, Birchip Cropping Group, Family

Violence Prevention and Legal Service (Vic), Vision Australia, Family Mediation Centre, Volunteering Geelong, Oxfam, Seawinds Community Hub, Northcote Rental Housing Cooperative, Mithaka Aboriginal Corporation, SNAICC, and our many council clients and their community groups.

Graeme Baxter – NPT Facilitator

Graeme Baxter has extensive operational and executive experience with a multi-disciplinary statewide agency. With a background in natural resource and environmental management, tourism, health and education sectors he has a broad range of experiences and skillsets to assist teams and individuals to identify their strengths and strategies to help them achieve their goals. He has worked as a media representative for a state agency at the State Control Centre, managed large change and culture projects as well as highly sensitive political issues. His facilitation and training style is values based, interactive and engaging; focussing on lived understanding rather than theoretical information.

Graeme has worked with community groups, in regional and country across Victoria in a number of different interest areas, assisting them to achieve shared goals. He is currently is a director of a regional hospital and chair of a community foundation.

5. Terms and Conditions

FEE PAYMENT TERMS

Payment for sessions must be received by NPT fourteen (14) days from the presentation of each invoice unless otherwise agreed in writing with NPT.

CUSTOMER CANCELLATION POLICY

NPT must receive cancellation and/or reschedule requests in writing fourteen days prior to the scheduled event or a cancellation fee may be charged. Any cancellations less than fourteen days will incur the following fees corresponding to the table below:

<i>Time Frame</i>	<i>Fees</i>
Less than 14 days, more than 7	10% of workshop and preparation fees will be charged
Less than 7 days, more than 3	50% of workshop and preparation fees will be charged
Less than 3 days	Full fees workshop and preparation fees will be charged

CANCELLATION BY NON PROFIT TRAINING

NPT reserves the right to cancel or reschedule a session at any time if unforeseen circumstances prevent a facilitator from delivering a session and a suitable substitute is not available. Notification of any cancellations will be provided as early as possible and the client will not be charged any fees.

CONFIDENTIALITY

NPT will ensure any confidential material provided to us for training delivery purposes will remain confidential and used only for the client's training purposes.

INTELLECTUAL PROPERTY

NPT owns all intellectual property used in their training sessions including course structure, content, role-plays etc as delivered in our public programs with the exception of content specifically provided by the client.

EMERGENCY CONTACT

NPT will provide the mobile number of the facilitator to the client in order that they need to contact the facilitator on the day or if plans change. Likewise, for sessions commencing after 5.00pm, we require the mobile number of the contact in the case of emergency.

6. Appendix A – Outline of Governance Training (Public Session)

BOARD GOVERNANCE TRAINING

ABOUT THIS WORKSHOP

Governance is the system of checks and balances for leaders in not for profit organisations which leads to a positive Board member experience, proper management of conflicts of interest and risk, good understanding and planning for financial controls and an organisation that thrives even through adversity. This sounds simple yet volunteer non -profit organisations and charitable boards and committees must wade through the complex legal and regulatory environment in which they operate.

This session will make this easier by helping your organisation to prioritise your work plan and achieve the best practice framework. Not only will your organisation benefit, but also your members, funders and donors who will gain greater confidence when good governance and transparency are in place and greater value can be delivered to the community.

WHAT YOU WILL LEARN

Following the workshop participants will be able to:

- » Assess if good governance is in place for your group
- » Understand the Board's role in planning
- » Identifying and using a framework for organisational risk
- » Identify the entities legal structure and the Board implications for this
- » Outline the roles and responsibilities of the Board and the legal duties of individuals
- » Use policies to make good decisions
- » Understanding and managing conflicts of interest
- » Internal and external relationships management

WHAT'S INVOLVED

This program is practical, informative, comprehensive, fun and effective for all members of the board. It is customised with the outcome framework, which guides and prioritises the work plan for the Board to achieve best practice governance. Good governance, not-so-good governance examples will guide the learning in conjunction with handouts and participants will be provided with a checklist to assess the Boards knowledge of governance.

WHO SHOULD ATTEND?

Not for Profit board members

DURATION

Online 1 x 5.5 hours / 2 x 3-hours

7. Appendix B – Governance Topics (In-house Session)

1. The role of the Board
2. Legal responsibilities of the Board
3. Personal legal duties of Board members
4. Behaviour expected of Board members
5. Responsibilities of Officers of the Board
6. Governance policies
7. Structuring the Board
8. Board committees
9. Advisory committees
10. Recruiting and retaining Board members
11. Board development
12. Board member relationships
13. Strategic planning
14. Financial oversight
15. Risk management
16. Delegations
17. Organisational policies and procedures
18. Managing conflict of interest
19. Board meetings
20. AGMs
21. The Board / CEO relationship
22. Complaint resolution
23. External relationships, advocacy, representation and marketing