

2019: The Nuts and Bolts of Running a Non-Profit Organization

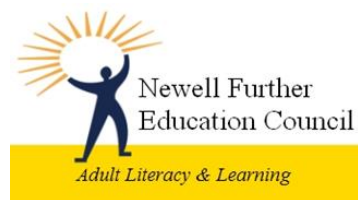


A One Day Conference for Non-Profit Boards and Managers

Medicine Hat College - Brooks Campus

Saturday, May 25, 2019

8:30 a.m. – 4:30 p.m.



Conference at a Glance	
8:30 – 9:00	Registration
9:00 – 9:15	Opening Remarks
9:15 – 10:15	Key Note Address. <i>The Spirit of Leadership</i> – Jason Openo
10:15 - 10:30	Nutrition Break
10:30 – 12:00	Concurrent Session A A.1 Board Governance Basics A.2 Succession Planning for Board and Staff
12:00 – 12:45	Lunch
12:45 – 2:15	Concurrent Session B B.1 Risk Management for the Non-Profit Organization B.2 Board/Staff Roles and Responsibilities
2:15 – 2:30	Nutrition Break
2:30 – 4:00	Concurrent Session C C.1 The Nuts and Bolts of Understanding Financial Requirements C.2 The Changing Face of Volunteers and Staff – Skilled Volunteerism: Rethink How You Work With People
4:00 – 4:30	Evaluations Closing and Announcements of Upcoming Short Sessions Prize draws

COST: \$25.00/person. Maximum \$150.00/organization.

MAXIMUM SEATS: 100

REGISTRATION: (Form at the end of this document)

Phone: 403 362 1677

In Person: At Brooks Campus

On-Line:

Step One: Register at <https://cstudies.mhc.ab.ca/Forms/Course.aspx?Id=8232>

Step Two: Phone the college at 403 362 1677 and inform the registration person of which sessions you have chosen.

By Mail: Fill out Registration Form and mail with Payment.

Presenters at a Glance

<p>Jason Openo, MLIS Ed.D. (candidate)</p> <p><i>Director, Teaching and Learning Centre for Innovation & Teaching Excellence (CITE) and Library Services Medicine Hat College</i></p>	<p>Jason Openo has taught leadership for over ten years at MacEwan University’s School of Business and in the University of Alberta’s Graduate School of Library and Information Studies.</p> <p>He is the co-author of <i>Assessment Strategies for Online Learning: Engagement and Authenticity</i>, published in 2018 by Athabasca University Press, and he is presently pursuing his Doctorate of Education in Distance Education through Athabasca University. While enrolled at Athabasca University, he received the Graduate Citizenship Award for his work supporting non-profit agencies in SE Alberta. Jason has led award-winning library technology projects, and he has presented keynotes at the Alberta Chambers of Commerce, Community Futures, and the Family and Child Support Service Agencies of Alberta. He believes that strengths-based approaches can meet the basic psychological needs of employees and give organizations a better chance at meeting their strategic change initiatives.</p>
<p>Kelly McKean, M.A</p> <p><i>Community Development Officer Alberta Culture and Tourism</i></p>	<p>Kelly has worked as a Community Development Officer with the Board Development Program (BDP) at Alberta Culture and Tourism since November 2012. At the BDP, Kelly has been involved with volunteer coordination and training as well as curriculum development. She has over seventeen years experience volunteering on non-profit boards and has held the positions of board president, secretary and committee chair. Prior to joining the BDP, Kelly worked for 10 years at the Prairie Centre of Excellence for Research on Immigration and Integration (PCERII) at the University of Alberta. She has a M.A. in Political Science from Carleton University with a focus on immigration and citizenship policy. In her spare time, Kelly is a keen cyclist and is pursuing her interests in music and voice.</p>
<p>Julie Friesen</p> <p><i>Community Development Officer Alberta Culture and Tourism</i></p>	<p>Julie Friesen brings a wealth of diverse experience and longstanding commitment to her community over many years and across many sectors. Julie offers demonstrated leadership in an immense variety of volunteer and employment roles in the non-profit, voluntary and public sectors - locally, regionally and provincially.</p> <p>Her career has been centered in the “people business” through human service organizations; playing a key role in leadership development, board development and governance, strategic/business planning, organizational development, collaboration building, community, program and volunteer development to name a few. She also served as a Board Development Instructor for Alberta Community Development.</p> <p>A longstanding community volunteer, Julie served on countless Boards of Directors. She brings many years of experience and shares a wealth of expertise in police governance - as Chairperson of the Medicine Hat Police Commission, Alberta Association of Police Governance, and with Alberta Urban Municipalities Association (AUMA).</p> <p>Julie is currently serving her seventh term as Councilor in the City of Medicine Hat. Her Alberta Government and City Council roles developed</p>

	<p>a wonderful, unique combination of opportunity to reach out into the community and voluntary sectors and she feels truly blessed to serve in this capacity.</p>
<p>Nicole Gardner, B.Mgmt, CPA, CA <i>Partner, JMH & Co.</i></p>	<p>Nicole is a Brooks-native and joined JMH over 10 years ago. She completed her Bachelor of Management degree from the University of Lethbridge in 2009 and her Chartered Accountant designation in 2012. Nicole specializes in financial statement audits for businesses and non-profit organizations. She also enjoys advising small businesses with all their financial needs and helping clients with their personal taxes. Outside the office, Nicole enjoys spending her time with her husband, daughter and son and playing the piano. Nicole also volunteers within her community, planning volunteering opportunities and organizing public presentations for the firm.</p>
<p>Brian Petersen, B.Mgmt, CPA <i>JMH & Co.</i></p>	<p>After graduating from the University of Lethbridge with a degree in Management, Brian joined the JMH & Co. team in Brooks in 2014 and then he received his CPA in 2017. His focus with JMH has been with small businesses in a variety of engagements. Outside of work, Brian is active with the Brooks and District Fish & Game Association as a board member. He's also active in his church and community in Rosemary, Alberta. During his off days, Brian enjoys spending time with his wife, their new son, and caring for their always increasing number of animals. He also likes hunting, hiking and traveling.</p>
<p>Karen Link B.Ed. M.A <i>Executive Director, Volunteer Alberta</i></p>	<p>Karen's mission is to strengthen Alberta's nonprofit sector organizations through knowledge exchange and strategic connections. Karen is at heart a community builder. She started her career as an elementary school teacher and went on to complete her Master of Arts in Informal Education at UBC. Karen has expertise in cross sector collaboration, partnership brokering, system design, change and project management.</p> <p>She has volunteered and worked for, with and in the nonprofit sector for more than 30 years. Her commitment to the sector is exemplified by the wide range of work she does with countless local, provincial and national nonprofit organizations as well as the fun she has volunteering for many arts, music and cultural organizations and festivals in the Edmonton region.</p>
<p>Graeme Dearden B.F.A <i>Senior Coordinator Volunteer Alberta's Learning and Development Portfolio</i></p>	<p>Graeme Dearden has happily worked and volunteered within Alberta's nonprofit sector for seven years and is a practicing artist based in Edmonton. During his time in the nonprofit sector, Graeme has worked between Calgary and Edmonton for Canadian Artists Representation/Le Front des Artistes Canadiens and Volunteer Alberta. He has also served on the board of directors for The Alberta Printmaker's Society in Calgary and taught printmaking here as well. Graeme also chairs the Membership Committee for Sundance Housing Cooperative in Edmonton.</p> <p>In addition to his nonprofit and artistic work, Graeme received his Bachelor of Fine Arts from the Alberta College of Art + Design's Glass Program in 2015.</p>

Session Descriptions

Keynote: The Spirit of Leadership	Jason Openo	9:15 – 10:15	Atrium Cafeteria
<p><i>Leadership is personal.</i> Human beings need meaning, values, and a sense of worth. Frankl called this “purpose-in-life,” and this personal commitment to leadership is often forged through adversity. Each of us lives a narrative that defines who we are, and we must understand what holds the secret of our life because it contributes to leadership effectiveness. <i>Leadership is relational.</i> One’s personal mission has the power to influence and engage others beyond self-interest, and a strong sense of personal meaning contains the capacity to enhance group effectiveness. The leader must also cultivate smart networks to achieve a better future. <i>Leadership is directional.</i> We lead and join with others to accomplish something we cannot achieve on our own – to make the world a better place. To reach our desired future, we need to plot a course in difficult terrain and exploit fissures and cracks. The future is unknown and unknowable, but understanding trends is necessary to open up possibility.</p>			
A.1 Board Governance Basics	Kelly McKean	10:30 – 12:00	Rm 111
<p>Non-profit boards function effectively when they understand what it means to be a non-profit organization and what is expected of them as a board of directors. Join us for an interactive session to learn more about the:</p> <ul style="list-style-type: none"> • Legal landscape of non-profit organizations • Key roles and core responsibilities of board members • Skills and qualities of effective boards <p>The session concludes with an overview of a toolkit filled with practical resources for boards.</p>			
A.2 Succession Planning for Board and Staff	Julie Friesen	10:30 – 12:00	Rm 170
<p>A succession plan is a component of good HR planning and management. Succession planning acknowledges that board members and staff will not be with an organization indefinitely and it provides a plan and process for addressing the changes that will occur when they leave. Good succession planning is about sound, risk management practice. It is a strategic and proactive approach to ensuring that non-profits nurture, identify, and recruit the leadership they need to succeed.</p> <p>Learning outcomes:</p> <ul style="list-style-type: none"> • Review theory and frameworks related to succession planning • Understand how governance, leadership and culture influence succession planning • Identify risk management strategies to support your succession planning <p>Learn how to move ideas to action in your planning</p>			
B.1 Risk Management for the Non-Profit Organization	Kelly McKean	12:45 – 2:15	Rm 170
<p>Boards of non-profit organizations are responsible and potentially liable for the actions and activities of the organization and virtually every organization undertakes activities with inherent risk and liabilities. In this session, you will learn:</p> <ul style="list-style-type: none"> • Key concepts including risk, liability, due diligence, duty of care, and negligence • To identify risk and strategies for determining acceptable risk for your organization • How boards can manage risk through effective risk management policies and strategies as well as insurance coverage 			

B.2 Board/Staff Roles and Responsibilities	Julie Friesen	12:45 – 2:15	Rm 111
<p>Boards carry the ultimate responsibility and direction for the organization’s progress by establishing, directing and influencing the implementation of policy. The senior staff person in the organization, often an Executive Director, is the employee of the board and is responsible for managing and implementing the policy direction established by the board. It is common for roles to become less than clear, or for board-staff relationships to lack the clarity and understanding necessary for an effective board/staff partnership.</p> <p>This session will include learning, discussion, and exploration of these critical roles and relationships. Participants will also have an opportunity to participate in some hands-on discussions to stretch their thinking.</p>			
C.1 The Nuts and Bolts of Understanding Financial Requirements	Nicole Gardner Brian Petersen	2:30 – 4:00	Rm 170
<p>This session is designed to help directors of not-for-profit organizations (NPOs) to understand the financial statements of the organizations they serve. All directors have a personal responsibility for ensuring they understand the financial information provided to them and the financial implications of their decisions and actions.</p> <p>An understanding of financial statements is a prerequisite for effective oversight of the financial affairs of the organization.</p> <p>This session will assist NPO management and directors to understand:</p> <ul style="list-style-type: none"> • The role and responsibilities of the board, management and the auditor in financial reporting; • The concepts and terminology of financial reporting in the NPO sector; • Methodologies used in operating the financial side of an NPO and their importance. 			
C. 2 Skilled Volunteerism: Rethink How You Work With People	Karen Link Graeme Dearden	2:30-4:00	Rm 111
<p>The scope of volunteerism is changing. Today’s volunteers are looking for something different and nonprofit organizations need to be prepared to adapt and respond to key trends in volunteerism. This workshop will guide you to a new understanding of how to engage volunteers.</p> <p>You will learn how to recognize opportunities for mutual benefit and explore the possibility of engaging skilled volunteers in your organization’s work. Learn how to create positions and roles to maximize positive impact for your organization and volunteers.</p> <p>At the end of this session you will:</p> <ul style="list-style-type: none"> • Develop a deeper understanding of how volunteerism is changing • Learn how to create meaningful projects and skills-based volunteer positions that are mutually beneficial • Gain creative ideas on how to change your approach to volunteer engagement 			
Closing		4:00 – 4:30	Atrium Cafeteria
<p>Evaluations Closing and Announcements of Upcoming Short Sessions Prize draws</p>			

Continuing Studies Registration Form for
Growing Rural Leaders' Potential 2019
 Board Development Conference



NAME _____		DATE OF BIRTH (M/D/Y) _____	
ADDRESS _____		TELEPHONE _____	E-MAIL _____
TOWN/CITY _____	POSTAL CODE _____	Community Organization _____	

Growing Rural Leaders Potential – May 25, 2019

<input type="checkbox"/> Individual registration \$25.00 + GST	<input type="checkbox"/> Organization Registration (5 or more Individuals from the same organization) \$125.00 + GST # of registrants _____ (maximum 7/organization)
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CONFERENCE SESSIONS – Please select 1 session for each time slot.

****Please note, if the conference session you have selected is full you will be contacted to choose an alternate session.**

Concurrent Session A: 10:30am – 12:00pm

<input type="checkbox"/> A.1 Board Governance Basics	<input type="checkbox"/> A.2 Succession Planning for Board and Staff
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Concurrent Session B: 12:45pm – 2:15pm

<input type="checkbox"/> B.1 Risk Management for the Non-Profit Organization	<input type="checkbox"/> B.2 Board/Staff Roles and Responsibilities
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Concurrent Session C: 2:30pm – 4:00pm

<input type="checkbox"/> C.1 The Nuts and Bolts of Understanding Financial Requirements	<input type="checkbox"/> C.2 The Changing Face of Volunteers and Staff – Skilled Volunteerism: Rethink How You Work With People
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Select Method of Payment

Purchase Order (for invoicing purposes only). If employer or organization is to be invoiced, please include a letter of authorization or an authorized purchase order. Registrants are ultimately responsible for payment of fees regardless of a third party invoice.

Cheque or Money Order Payable to Medicine Hat College (We are unable to accept post dated cheques)



To make a payment using credit card or Interac debit card, please call
Registration Services at 403.362.1677
 or register online at

<https://cstudies.mhc.ab.ca/Forms/Course.aspx?Id=8232>

Alberta's Freedom of Information and Protection of Privacy Act
 Medicine Hat College collects and maintains information for the purpose of admissions, registrations and other activities directly related to you being a member of the Medicine Hat College community and its educational programs, and attending a public post-secondary institution in the Province of Alberta. You are advised that the information you provide, and any other information placed in the student record, will be protected and used in compliance with Alberta's Freedom of Information and Protection of Privacy Act

PO NUMBER _____

NAME OF ORGANIZATION _____

ADDRESS _____ CITY _____ POSTAL CODE _____

TELEPHONE _____ FAX _____ E-MAIL _____

Four easy ways to register with this form!

MAIL REGISTRATION FORM TO:
 Brooks Campus Medicine Hat College
 200 Horticulture Station Rd. E
 Brooks, AB T1R 1E5

FAX REGISTRATION FORM TO:
 Continuing Studies, Medicine Hat College 403 504 3521

E-MAIL FORM TO:
Registration@mhc.ab.ca

REGISTER WITH VISA/MASTERCARD:
 Brooks Campus, Medicine Hat College 403.362-1677

VISIT OUR WEBSITE:
<https://cstudies.mhc.ab.ca/Forms/Course.aspx?Id=8232>