



Manitoba Child Care Association

The Basics of Effective Board Governance

MCCA hired PEOPLE FIRST HR Services to provide their expertise on board governance in the development of this resource.

The Online Board Governance Orientation is part of Manitoba's Action Plan, under the Canada-Manitoba Early Learning and Child Care Agreement.



An Online Board Orientation Resource for Early Learning & Child Care Centres



**Manitoba Child Care
Association**

2nd Floor, 2350 McPhillips St. (Royal Bank Building)
Winnipeg, Manitoba, Canada R2V 4J6

Phone: (204) 586-8587
Toll Free: 1-888-323-4676 (MB)
Fax: (204) 589-5613

www.mccahouse.org



The Basics of Effective Board Governance

This training series provides information to assist the board of directors in understanding their roles and responsibilities, accountability, authority and how to conduct effective meetings. The governing board is the legal entity and authority for a not for profit child care centre. It is accountable for the proper conduct of the centre's business and for all aspects of the centre's programs, staff and funds.

This training, which consists of three modules, will:

- Provide awareness of the basic responsibilities and functions expected of a governing board and its members
- Ensure reasonable consistency in board awareness throughout the child care centres in the province
- Present a guide that is valuable, yet flexible enough to be useful across all not for profit child care centres
- Serve as a reference document for board training and orientation

Module 1: Roles & Responsibilities (30 minutes)

This module is designed to provide awareness of the basic responsibilities and functions expected of a governing board and its members. It covers the following topics: terminology, responsibilities of the board, role of the board, role of the board members, responsibilities to and relationship with staff, recruitment of board members and board orientation.



Module 2: Accountability & Authority of the Board of Directors and Committees (15 minutes)

The board of directors is the legal authority of an organization. This module will cover topics related to accountability and authority. The following items will be addressed: by-laws, code of conduct and committees.

Module 3: Effective Meetings (15 minutes)

This module outlines the aspects of an effective meeting. It covers the following topics: meeting purpose, meeting preparation, effective chairing, meeting procedures and quorum, agendas and reports, in-camera sessions, effective participation, networking/social time, minutes and action items and annual general meetings.

Cost: \$35.00 per person**

To register:

Visit www.mccahouse.org or call 204-586-5857

*This resource is not intended to provide legal advice to board members. The board should minimize risk and seek professional expertise in certain situations, for example: approving or changing by-laws, dealing with difficult personnel issues, negotiating contracts and collective agreements.

**Subsidy may be available for licensed not for profit facilities in Manitoba.