BOARD MEMBER BASICS COURSE

DESCRIPTION OF COURSE

Board Member Basics will review the fundamentals of being a member of a Board of Directors, whether it's for a for-profit or non-profit organization. Content will first be reviewed through lectures, videos, and other media, and then will be incorporated in practical group work. By the end of this course, participants will have more confidence in the roles, rules, and etiquette of being a board member.

Topics covered in this course include:

» the roles and responsibilities of board members versus staff members

» the expectations placed on board members, including fiduciary duty

» establishing group norms

» the liability of board members (directors' liability)

» agenda preparation and staying on time

» financial statement basics

» common mistakes that boards and its members make

Course Bonus: Board agenda template