



# Not-For-Profit Board Education & Support



## NFP Board Member Course and Certification

This four-session, live, online course equips newly appointed and existing NFP board members with the knowledge they need to exercise their important responsibilities and make a valuable contribution to your organisation's work!



## About the Course Facilitator, Peter Holdsworth & Pathways Australia

Peter Holdsworth is a director of Pathways Australia and offers more than three decades of NFP experience and knowledge to his clients.

He has a bachelor's degree in business, a masters degree in management and leadership and is a Churchill Fellow. He is a Fellow of the Australian Institute of Management and a graduate of the Australian Institute of Company Directors.



Pathways Australia is Australia's most experienced and trusted provider of support and consultancy services to NFP leaders. Over the past twenty years, we have gained an enviable reputation for providing high quality, tailored and affordable solutions that get results.

These Include:

- Governance advice
- Strategic planning
- Leadership development
- Human resources management
- Professional development
- Organisational reviews

## Module 1: The Fundamentals

- The NFP landscape in Australia
- Board governance
- Legal & corporate structures
- Regulatory compliance
- Duties, roles & responsibilities of the board & members
- How Board & CEO performance should be evaluated

## Module 2: Essential Knowledge

- Understanding the financial reports
- Managing risk
- Developing & implementing strategic & business plans
- Board/staff roles & responsibilities

## Module 3: What You Will Need

- Induction
- Board papers & reports
- Board meeting schedule
- CEO meeting
- Site visits
- Communication protocols
- Decision-making processes
- Meeting protocols
- What matters the board should focus on
- Code of conduct & ethics
- Delegation authorities
- Conflict of interest management processes
- Policies & procedures

## Module 4: Making a Positive Difference

- How to make a good impression
- What to do (and not do) at your first meeting
- Board meeting preparation
- Deciding how to make the most effective contribution
- How to handle debates & disagreements
- 'Difficult' board member types (& how not to be one!)



## Other Details

**Fee:** \$900 ex GST

**Session times:** Monday's: 4pm – 5pm AEDT | Friday's: 2pm – 3pm AEDT

**Certification:** Participants who complete the course will be accredited and awarded the 'NFP Board Member Education Course' certificate.

**Registration:** To register for this course please go to:  
[pathwaysaustralia.com.au/training-courses/nfp-board-member-course](https://pathwaysaustralia.com.au/training-courses/nfp-board-member-course)

**Further Information:** Please contact us on 1300 212 212 or [mail@pathwaysaustralia.com.au](mailto:mail@pathwaysaustralia.com.au)