

COMMUNITY FUTURES PAN WEST
BOARD DEVELOPMENT

INVEST IN **YOURSELF**



COMMUNITY FUTURES
LEADERSHIP
INSTITUTE

it begins with you.

INVEST IN **YOURSELF**

Share your passion. Shape your future.

Build your professional capacity with the Community Futures Leadership Institute.

The Community Futures Leadership Institute brings together all the professional development opportunities available for Community Futures Board and staff members. We recognize that the individuals who come to work in our unique environment bring with them a wide variety of experience, skills, and knowledge. The goal of the Leadership Institute is to build on these skills – so we can all be the best that we can be.

Board Development is offered through a series of 12 modules packed with useful information, tools and tips on a variety of relevant topics. These sessions are available in three different delivery modes: face-to-face, through video conferencing or via streaming online video.

The Board Development Program is governed by Community Futures Pan West. It is coordinated through the Community Futures Pan West office with the assistance of the Community Futures Pan West Coordinator. The Ad Hoc Committee has been established to design the program's training modules with input from Community Futures Pan West via the Association members.

Face-to-Face sessions

Price for facilitator, including Administration: \$800

(Note this does not include the facilitator's travel costs).

Price per participant per manual: \$25 | Time: 3 hours

All Community Futures are required to order one manual per participant.

Video Conference sessions

Price for facilitator including Administration: \$800

(Note There may be costs if the facilitator has to travel to a video conference site outside his or her area)

Price per participant per manual: \$25 | Time: 3 hours

All Community Futures are required to order one manual per participant.

Streaming Online Video

All streaming videos are 1 hour or less in duration

Group Purchase \$299.95: Viewed by Board members watching the streaming video at one location.

Individual Purchase \$89.95: For one individual watching the streaming video in the comfort of their home or a location convenient for them.

(Note Videos can be watched a maximum of 3 times)

Manuals and PowerPoint slides are included in the pricing structure and are downloadable prior to viewing the video.

Facilitators

All Board Development modules are delivered by skilled facilitators with experience in the business world and in-depth knowledge of Community Economic Development and the work of Community Futures.

Several facilitators are available for face-to-face and video conference sessions in each province.

For more information about our facilitators, please visit our website at:
www.communityfuturespanwest.ca

Certificates

Every Board member who completes a Community Futures Leadership Institute module will receive a certificate of completion.

Module

1 Community Economic Development and the Role of Planning

The goal of this module is to provide a thorough understanding of Community Economic Development (CED), its objectives, and the main issues affecting it.

Participants will:

- » **Understand** the key differences between CED and other approaches to economic and community development
- » **Review** the role of strategic planning as part of a strategic management cycle
- » **Examine** the role of the Board in the planning process for Community Futures and the community itself

VIA: Face-to-face session | Video conference | Online streaming video

Module

2 Operations – Board and Staff

Community Futures Board members fulfill five major leadership functions: decision maker, advisor, trustee, perpetuator and leader. This module examines these functions and the critical principles underlying them.

Participants will:

- » **Examine** principles such as accountability and transparency
- » **Describe** the relationship between the Board, management and staff
- » **Understand** the organizational structures and composition of a Board
- » **Discuss** the concept of Board sustainability

VIA: Face-to-face session | Video conference | Online streaming video

Module

3 Legal Responsibilities of Boards

The purpose of this module is to familiarize Directors with the legal environment that exists for Community Futures and the legal framework within which they provide leadership.

Participants will:

- » **Learn** how to understand and apply the legal guidelines governing Community Futures Directors
- » **Identify** the circumstances that create liability for Directors
- » **Review** how Boards can protect themselves against liability

VIA: Face-to-face session | Video conference | Online streaming video

Module

4

Financial Management of a Community Futures

This module demonstrates the relationship between financial management and the long-range goals that Boards must establish. Boards must be able to set financial policies and evaluate their organization's financial performance.

Participants will:

- » **Examine** how to establish accountability for achieving the objectives set out in the Board's plans
- » **Identify** the financial reports that are used to measure the financial performance of the organization
- » **Review** financial objectives and audits, and the role of the audit in maintaining accountability

VIA: Face-to-face session | Video conference | Online streaming video

Module

5

Board Development and Evaluation

This module examines the role and accountability of the Board of Directors. Board members must demonstrate leadership through commitment, integrity and teamwork.

Participants will:

- » **Discuss** the importance of advanced Board succession planning and formal recruitment strategies
- » **Examine** on-going development for all Board members
- » **Understand** the importance of a formal Board evaluation process

VIA: Face-to-face session | Video conference | Online streaming video

Module

6

Community Futures Lending

The objective of this module is to reiterate the role of Boards in loan administration and the overall management of the loan fund. Board members must have a solid understanding of many aspects of lending and loan administration.

Participants will:

- » **Review** the roles, responsibilities and functions of a loans committee
- » **Discover** how the loans committee is accountable to the Board for its actions
- » **Discuss** the economic and social climate in which Community Futures lending takes place

VIA: Face-to-face session | Video conference | Online streaming video

Module

7

Management Recruitment, Performance, and Evaluation

This module focuses on the recruitment, compensation, and evaluation of the General Manager of Community Futures organizations.

Participants will:

- » **Review** management selection procedures
- » **Examine** compensation packages and levels
- » **Discuss** performance planning and evaluation
- » **Learn** how to deal with performance concerns

VIA: Face-to-face session | Video conference | Online streaming video

Module

8

Board Leadership

This module allows participants to evaluate their skills as leaders in the capacity of a Community Futures Board member, and enhance their abilities as a strong leader.

Participants will:

- » **Examine** styles of leadership
- » **Discuss** self-evaluation and strategies for effective leadership
- » **Review** the Director's role in exercising leadership
- » **Identify** steps the Boards can take to exercise leadership within the not-for-profit sector and within the community

VIA: Face-to-face session | Video conference | Online streaming video

Module

9

Cultural Awareness

Board members must provide leadership in bringing cultural awareness to their organizations. This module deals with the cultural diversity of our country and communities and examines the growing importance of cultural sensitivity.

Participants will:

- » **Understand** the impacts of demographic shifts
- » **Identify** opportunities for community economic development as a result of shifting demographics
- » **Review** self-evaluation and identifying actions needed to become a culturally-aware organization and community
- » **Discuss** the actions necessary to becoming culturally aware
- » **Define** methods of connecting with an entire community

VIA: Face-to-face session | Video conference | Online streaming video

Module

10

Social Economy

This module delves into the whole concept of social economy, what it is, and what role Community Futures has to play in the instigation and implementation of social economy components.

Participants will:

- » **Learn** about the social economy
- » **Identify** the leadership strategies Community Futures can implement
- » **Examine** the links between the social economy and community economic development
- » **Define** tools that can be used to enhance Community Futures participation in the social economy

VIA: Face-to-face session | Video conference

Module

11

Organizational Assessment

This module aims to help participants recognize the achievements of their Board and to identify where further improvements can be made.

Participants will:

- » **Recognize** the achievements of their Board to date
- » **Identify** areas of improvement
- » **Clarify** how the achievement of goals is linked to the process by which they were first achieved

VIA: Face-to-face session | Video conference | Online streaming video

Module

12

So You Want To Be a Community Futures Chair – Chairing With Confidence

This module examines the Chair's roles and responsibilities as they relate to the public, stakeholders, partners, funders, the corporation, Board Members, and Community Futures staff.

Participants will:

- » **Learn** how to approach the role of Chair with skill and confidence
- » **Understand** the roles and responsibilities associated with the Chair's position
- » **Discuss** the specific skills required to be a Chair
- » **Examine** how to support their Chair and work together as a strong team

VIA: Face-to-face session | Video conference | Online streaming video



Find out more

For more information, please visit our website at www.communityfuturespanwest.ca

» Information on ordering modules can be found on the website.

» If you have any further questions or need more information, please contact us at leadership@communityfuturespanwest.ca



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