



**United Way**  
of York Region

The objective of the Community Leadership Resources (“CLR”) program at United Way of York Region is to enhance the organizational and governance capacity of non-profit organizations. This is accomplished through a variety of activities including information and referral, volunteer consultations and providing workshops and training opportunities for staff and volunteer board members of non-profit organizations serving York Region.

All Sessions and Workshops are open to volunteer board members and/or staff of non-profit organizations serving York Region.

**2010-2011 Board Governance Session and Workshop Overview**

**Board Governance Session**

<b>Title / Topic</b>	<b>Date</b>	<b>Time</b>	<b>Cost</b>
The Roles and Responsibilities of the Board	Oct. 5, 2010	5:30 pm to 8:30 pm	\$25
Financial Management for Non-Profit Boards of Directors	Nov. 2, 2010	5:30 pm to 8:30 pm	\$25
<del>Insurance and Risk Management 101 for Non-Profit Boards of Directors</del>	<del>Jan. 19, 2011</del>	<del>5:30 pm to 8:30 pm</del>	<del>\$25</del>
Board of Directors Evaluation	Mar. 3, 2011	5:30 pm to 8:30 pm	\$25

Cancelled

**Workshops**

<b>Title / Topic</b>	<b>Date</b>	<b>Time</b>	<b>Cost</b>
Using Data and Research for Program and Service Planning	Nov. 19, 2010	9:00 am to 12:00 pm	\$25
Bill 168: New Obligations for Employers to Protect Employees from Workplace Harassment and Violence	Dec. 3, 2010	9:00 am to 12:00 pm	\$25
Employment Law Discussion for Non-Profit Organizations	Feb. 3, 2011	9:00 am to 12:00 pm	\$25

## **Board Governance Sessions**

### **The Roles and Responsibilities of the Board**

Tuesday, October 5, 2010

Region of York Headquarters, Seminar Room

17250 Yonge Street, Newmarket

5:30 pm to 8:30 pm (Supper and Networking from 5:30 pm, session starts at 6:00 pm)

Cost: \$25.00 (includes light supper)

This session would be of interest to new non-profit board members or those wishing to review or update their knowledge of the roles and responsibilities of non-profit boards of directors.

This session will focus on the key roles and responsibilities of non-profit Boards of Directors. At the end of the session, participants will be able to:

- Understand and define the role of the Board of Directors
- Identify 5 primary areas of Board responsibility
- Understand the role of Executive Director / Senior Staff in relation to the Board

#### **About our Facilitator**

##### **Michael Klejman, Klejman and Associates**

Michael has over 30 years experience in the health, social and long-term care fields as a senior manager and volunteer leader. Michael has held leadership roles with the Ministry of Health and Long-Term Care, Ministry of Community and Social Services and other non-profit social service / health organizations. He has worked with and for non-profit organizations throughout his career and brings a wealth of experience as a volunteer Board Member to this session.

## **Financial Management for Non-Profit Boards of Directors**

Tuesday, November 2, 2010

Newmarket Health Centre, Auditorium

194 Eagle Street, Newmarket

5:30 pm to 8:30 pm (Supper and Networking begins at 5:30 pm,  
session starts at 6:00 pm)

\$25.00 (includes light supper)

This session will focus on the Financial Stewardship role of Non-Profit Boards of Directors. Topics to be covered include:

- Board Responsibilities regarding Financial Management / Stewardship
- Basics and importance of budgets and budget planning
- Financial Statement Interpretation
- Essential Financial Policies and Procedures
- Managing the Audit Fee

### **About our Facilitators**

#### **Paul Simpson, Chartered Accountant, Partner, Norton McMullen**

Paul's practice as a Chartered Accountant has a focus on and many clients in the non-profit sector. Paul has served on boards of various not-for-profit organizations and is currently the Chairman of the Board of Springvale Baptist Church.

#### **Ken Goodwin, Chartered Accountant, Principal, Osborne Group, Toronto**

Osborne Groups is a national team of seasoned executives who fill senior positions on an interim contract basis and manage projects for clients in the not-for profit, public and private sectors. Over the past several years, Ken has focused a large part of his practice on the assistance of non-profit organizations requiring support for their financial and operational functions. Ken is a Board Member and Chairman of the Finance Committee of the June Callwood Centre and a volunteer member of the Finance Committee of the Fred Victor Centre.

## **Insurance and Risk Management 101 for Non-Profit Boards of Directors**

Wednesday, January 19, 2011

Newmarket Health Centre, Auditorium

194 Eagle Street, Newmarket

5:30 pm to 8:30 pm (Supper and Networking from 5:30 pm, session starts at 6:00 pm)

Cost: \$25.00 (includes light supper)

While most boards of directors know that insurance is essential to protecting their organization, it is not always clear which insurance and coverage are suitable. In this Board Governance Session, participants will learn:

- What insurance is and why it is essential
- The basics of Liability
- How to identify risk and develop a risk management plan
- Definitions of types of insurance (Directors and Officers Liability, General Liability, etc.)

### **About our Facilitator**

**Tim Kott, Account Manager (Ontario), Corporate Accounts,  
The Co-operator's Group**

Tim has worked for the Co-operators for 10 years and brings to his role an extensive knowledge of the insurance industry. Tim is the Ontario contact for the Community Guard Insurance program, which was developed specifically for the needs of the non-profit sector.

## **Board of Directors Evaluation**

Thursday, March 3, 2011

Trinity Anglican Church, Binion's Hall, 79 Victoria Street, Aurora

5:30 pm to 8:30 pm (Supper and Networking from 5:30 pm, session starts at 6:00 pm)

Cost: \$25.00 (includes light supper)

Board evaluation is important for non-profit organizations in order to maintain effectiveness and assess any needed changes to board operations. Board evaluation should include self-assessments by each board individually as well as a team evaluation by the whole board.

Topics to be covered in this session include:

- Purpose and importance of evaluation
- Types of evaluation (self-assessment and board team assessment)
- Sample evaluations
- Creating a continuous improvement plan

### **About our Facilitator**

**Helen Hayward, Partner, Western Management Consultants of Ontario**

Helen specializes in organizational effectiveness, governance and strategic planning for non-profit organizations and the broader public sector. Helen champions the values and beliefs of inclusiveness in her leadership roles. She has a strong commitment to volunteering in a leadership capacity in the non-profit sector, including serving as Chair, Seneca College Board of Governors and Chair of Yee Hong Centre for Geriatric Care.

## **Workshops for Non-Profit Organizations**

### **Using Data and Research for Program and Service Planning**

Friday, November 19, 2010

Region of York Headquarters, Committee Room B

17250 Yonge Street, Newmarket

9:00 am to 12:00 pm (registration and networking starts at 8:30 am)

Cost: \$25.00

Every non-profit organization needs to have a sense of the environment in which they operate and factors that have an effect on their operations. Reviewing and analyzing relevant data and research plays an important part of both strategic planning as well as planning for new or changing programs within the organization.

At the end of this workshop, participants will be able to:

- Identify the data that they could use to demonstrate the need for service / program planning (Demographic data for York Region, existing sources of local data, research etc).
- Utilize data, research and reviews to demonstrate program / organizational strengths and needs
- Identify gaps in needed data / research
- Understand how to use program evaluations and community input as a source of data and needs demonstration
- How to effectively source, interpret and communicate research and data

#### **About our Facilitators**

##### **Michael Klejman, Klejman and Associates**

Michael has over 30 years experience in the health, social and long-term care fields as a senior manager and volunteer leader. Michael has held leadership roles with the Ministry of Health and Long-Term Care, Ministry of Community and Social Services and other non-profit social service / health organizations. Michael's consulting practice focuses on collaborative solutions for health and human service organizations.

##### **Graham Constantine, Graham Constantine and Associates Consulting**

Graham has spent his career in the non-profit health and human services fields. He has held many senior leadership positions including CEO, Unionville Home Society and CEO, Simcoe York District Health Council. Graham's consulting practice focuses on strategic, operational and organizational development. With over 40 years of experience in the health care field, Graham has developed a unique combination of planning, facilitation and organizational development skills balanced with a proven ability to focus an organization's energies on the achievement of results.

Michael and Graham have worked together for many years and make a dynamic facilitation team.

**Bill 168: New Obligations for Employers to Protect Employees from  
Workplace Harassment and Violence**

Friday, December 3, 2010

Newmarket Health Centre, Auditorium

194 Eagle Street, Newmarket

9:00 am to 12:00 pm (registration and networking starts at 8:30 am)

Cost: \$25.00

Starting on June 15, 2010, all workplaces in Ontario (who regularly employ 4 or more employees) had to be in compliance with the new provisions for the protection of employees outlined in Bill 168. This includes non-profit employers, who may have special concerns in protecting their staff from workplace violence and harassment. The legislation requires employers to develop and implement:

- o Violence and harassment policies and programs
- o Employee reporting and incident investigation procedures
- o An emergency response procedure (violence only)
- o A process to deal with incidents, complaints and threats of violence
- o Risk Assessments on employees

Come and learn about your obligations as an employer and the steps you need to take to be compliant.

**About our Facilitator:**

**Robert England, Miller Thomson LLP**

Robert practices in Miller Thomson's litigation group and has a special expertise with respect to employment law and occupational health and safety matters. His practice involves the extensive defence, throughout the province, of corporations and management members in the defence of charges laid under the *Occupational Health and Safety Act*. Mr. England has extensive experience and expertise in providing advice to corporations and public institutions with respect to regulatory compliance in occupational health and safety matters and in the designing and implementation of policies and procedures to ensure ongoing compliance with occupational health and safety requirements.

## **Employment Law Discussion for Non-Profit Organizations**

Friday, February 3, 2011

Newmarket Health Centre, Auditorium

194 Eagle Street, Newmarket

9:00 am to 12:00 pm (registration and networking starts at 8:30 am)

Cost: \$25.00

This workshop will be an open and interactive session, designed to give participants a chance to ask those employment law / human resources questions that are challenging to non-profit organizations. There will be a general discussion of current trends and issues in employment law, but the focus will be on addressing to some frequently asked questions.

So bring your toughest employment law questions and discuss them with your colleagues and an expert on employment law (without paying by the hour!).

Questions can be forwarded at the time of registration or can be posed during the session.

### **About our Facilitator:**

#### **Stuart Rudner, Partner, Miller Thomson LLP**

Stuart's practice is focused on employment law. He provides clients with strategic advice regarding all aspects of the employment relationship, including employment policies and procedures, hiring, employment agreements, human rights issues, drug and alcohol policies, restrictive covenants, discipline and terminations.