

VOLUNTEER SASKATOON

A program of the United Way of Saskatoon and Area

Training Workshop



Board Basics: Roles & Responsibilities, Leadership and Strategies for Success

***A great half-day workshop for new and experienced Board Members,
non-profit Executive Directors and their staff.***

This very popular workshop includes the following topics:

- Roles & Responsibilities
- Representation & Leadership
- Accountability, Legal Obligations & Liability
- Board Planning
- Board Management
- Training and Orientation
- Executive Director Relationship
- One Voice
- Recruitment & Composition
- Strategies for Success
- Meetings, In-Camera
- Succession Planning

Facilitated by Trevor Batters, B.Comm, MBA, CGA, Associate Director, Financial Reporting, U of S. Trevor's passion for board governance comes from his service with CGA Association Board, Friends of the Broadway Theatre Board, and the University of Saskatchewan Faculty Club Board where he currently sits as President.

Date: Saturday, November 7, 2009

Time: 9:00 am – 12:00 PM

Location: Room #206, Mamawopiwin Room
Saskatoon Community Service Village
506 25th Street East, Saskatoon, SK

Free Public Parking available north of the YWCA, Kinsmen & 6th Avenue

Cost: Volunteer Saskatoon Members \$40
Non-Members \$60

Space is limited – register early

Registration form available at

<http://www.volunteersaskatoon.com/events/>

Volunteer Saskatoon Workshop Registration Form

(one participant per page please)

Name of Workshop: _____
Workshop Date: _____
Participant Name: _____
Organization: _____
Current Member of Volunteer Saskatoon? <input type="checkbox"/> YES <input type="checkbox"/> NO
Participant's Title or Role with Organization: _____
Address: _____
Telephone: _____
Email: _____
<i>Please indicate any special needs you may have (i.e. wheelchair access, etc.)</i>

PAYMENT must be received with registration (see terms & policies)

Workshop Fee Enclosed: \$ _____

Cheque (made payable to Volunteer Saskatoon) Cash:

Master Card: VISA: Amex:

Credit Card #: _____ Exp. ____/____

Cardholder's Name: _____

Signature: _____

Note: If you are paying by credit card, credit card transaction will appear on your bill as "United Community Funds of Saskatoon" or "United Way of Saskatoon"

Drop-off, Mail or Fax your registration & full payment to:

Volunteer Saskatoon
100 – 506 25th Street East
Saskatoon, SK S7K 4A7

Phone: 975-347
Fax: 244-0583



Volunteer Saskatoon Workshop Terms and Policies

Registration:

- You can register for any of the workshops in person, by fax, phone or mail
- **Registration is guaranteed *after* payment is received**
- In order to plan appropriately, registration **deadline** for all workshops unless otherwise stated will be **one working week before the workshop**
- Minimum number of participants unless otherwise stated is 6 people.
- Memberships purchased anytime before the workshop starts will be eligible for member pricing

Cancellations:

- Cancellation must be received by phone, fax or email **5** full working days prior to the workshop to receive a refund or **a credit towards another workshop.** Exceptions are at the discretion of Volunteer Saskatoon
- Volunteer Saskatoon reserves the right to cancel any workshop
- At your request, workshops are transferable to other individuals within your organizations

No Shows:

- If you are unable to attend a workshop and have not cancelled in advance, your payment will not be refunded. If you have not paid you will be invoiced for the workshop fee. **Fees are due 30 days after the date on your invoice.**

For more information, contact Volunteer Saskatoon

100 – 506 25th Street East
Saskatoon, SK S7K 4A7

Phone: 306-975-3477

Fax: 244-0583

E-mail: volunteersaskatoon@unitedwaysaskatoon.ca



www.volunteersaskatoon.com

equipping, supporting, inspiring