



# Good Governance

**oztrain's** suite of Governance services

**The job of the Board Member is complex and heavy with responsibility,** whether the Board is for a small or large organisation; public, private or not-for-profit. Increasingly boards accept responsibility not only for members and shareholders, but also for the long-term success of the business and the development and maintenance of its reputation in the community.

For over thirty years **oztrain** has provided services to government, statutory, not for profit and private sector boards. These services have included:

- supporting the establishment of new boards
- training board members
- assisting senior staff to understand the board/staff relationship
- reviewing board effectiveness
- drafting governance statements for boards
- facilitating board strategic planning
- assisting boards to evaluate their chief executive
- consulting with boards dealing with complex organisational issues.



Because every Board is different, every job is bespoke to the needs of the organisation. Next page shows examples of the services we can shape for your needs.

## training

**oztrain** customises learning programs for both Board Members and staff. Common topics for inclusion in programs include:

- 1 What is governance?
- 2 Ten Principles that promote good governance
- 3 **Board responsibilities:**
  - a. establishing mission and planning for the future
  - b. financial stewardship
  - c. Human resource stewardship
  - d. Performance monitoring and accountability
  - e. Community representation, education and advocacy
  - f. Risk Management
  - g. Management of critical events and transitions
- 4 An overview of Board types
- 5 The role of the Board versus the role of Management
- 6 Structuring the Board and Committees
- 7 How the Board gets the work done
- 8 Reviewing the Chief Executive
- 9 Reviewing the function of the Board
- 10 Conflicts of interest

## development of governance statements

**oztrain** has assisted many boards to develop a clear statement of their intent and functions.

Common elements of these statements include:

- > purpose, mission and value statements
- > board structure and function
- > risk statements
- > governance charters

## facilitation

Boards have employed **oztrain** to assist with a wide range of services including:

- > development or review of purpose and mission
- > strategic thinking workshops
- > strategic planning workshops
- > development of strategies for board and senior staff review

## board and chief executive review

**oztrain** customises a range of survey tools and qualitative review approaches to deliver evaluations of both Board and Chief Executive functioning.

These reviews address questions such as:

- > Does board culture and composition need an adjustment?
- > Are policies and procedures following governance best practices?
- > How effectively do the CE and Chair work together?
- > How effective is the CE in translating the Board's vision into action?
- > How satisfied are Board Members with the quality of reports and the effectiveness of Board Decisions-making?
- > What are the organisation's CE succession planning needs?