



Optimize Governance

Description

As a senior staff leader, you are critical in ensuring your governance structures are current, suited to your organization's needs, and reviewed regularly. Help your board identify the strategic goals for your organization – the role they are best suited to provide – while you facilitate putting in place the checks and balances that will steward your association into the future.

Modules

- Introduction to optimize governance
- Ensure effective and efficient governance
- Contribute to the effectiveness of the board and committees
- Lead the development of a strategic plan
- Advise the board on issues requiring their input
- Risk management

Objectives for Ensure effective and efficient governance

By the end of this section, you will be able to develop a system that ensures effective and efficient governance by

- Identifying which authorities, legislations, regulations, bylaws, and policies are related to governing your association.
- Creating a methodology, plan, or process for confirming compliance with legislated and mandated requirements.
- Defining, adopting, and maintaining a governance structure or framework best suits your association.
- Monitoring, reviewing, and supporting the ongoing improvement of your association's governance model.
- Advising on the roles, responsibilities, and activities of the board, committees, and leadership team members.
- Defining and maintaining the board and Chief Staff Officer relationship parameters.
- Ensuring your association's reporting obligations meet legislated and mandated expectations.

Objectives for Contribute to the effectiveness of the board and committees

By the end of this section, you will be able to develop and implement a system that contributes to the effectiveness of your board and committees by:

- Supporting the development of an election process for new board members



- Advising on the process of onboarding board members
- Advising on a succession plan
- Facilitating an ongoing evaluation plan for the board, committees, and individual board/committee members
- Advising on the ongoing development of the board

Objectives for Lead development of a strategic plan

By the end of this module, you will be able to develop and implement a system that helps you lead strategic planning by:

- Assessing your organization's situation using methods such as an environmental scan, benchmarking, SWOT (strength, weakness, opportunities, threats), or PESTLE (political, economic, social, technological, legal, environmental) analysis.
- Leading the creation or updating of the vision and mission of your association.
- Developing the strategic plan
- Selecting your evaluation process to monitor your organization's performance.

Objectives for Advise the board on issues requiring their input

By the end of this section, you will be able to develop and implement a system that advises the board on relevant issues by

- Preparing your board/committees and yourself for meetings,
- Preparing reports and presentations for information sharing,
- Providing appropriate information to ensure compliance with legislative and regulatory requirements and
- Protect your association by maintaining insurance for your organization.

Objectives for Risk management

By the end of this module, you will be able to develop and implement a system that helps you develop a risk management strategy by

- Establishing your association's risk principles and guidelines.
- Creating a risk management plan.

Course Activities and Assessments, Participation and Grading.

During the 12-week time frame, you should be prepared to review the course materials, readings, and videos weekly and participate in activities or assignments to assess your comprehension and skill. You may work ahead to read future weeks and draft initial discussion board posts, but you must be active in the current week's discussion to receive participation points. You can find specific posting deadlines in each course.



Assessments and Activities (80% of the Course Grade): Each assignment has a rubric that outlines the grading criteria for assignments and activities.

Breakdown of Assessment Points

There are three assessments worth 24 points each and an additional component through a quiz that contributes the remaining points.

1. **Ensure Effective and Efficient Governance (24 points):** This assessment focuses on the student's ability to comprehend and apply principles that ensure an organization's governance structure is both effective and efficient.
2. **Contribute to the Effectiveness of the Board and Committees (24 points):** Here, the emphasis is on the student's contributions towards enhancing the functionality and effectiveness of boards and committees.
3. **Lead Development of a Strategic Plan Quiz (8 points):** The quiz tests students' knowledge and understanding of strategic planning processes.
4. **Risk Management (24 points):** Assesses the student's proficiency in identifying, assessing, and managing risks.

Point Summary

Each of the three assessments carries a weight of 24 points, the strategic planning quiz is worth 8 points, and you can earn up to 20 points for participating in online discussion forums. The total score for the course is 100 points. To pass the course and receive a micro-credential in Optimize Governance, you must score at least 60%.

Marking the discussion forum

Participation in online discussions is a vital component of the course, designed to enhance learning through collaborative engagement. Over the 12 weeks, you will encounter ten discussion prompts reflecting key course concepts and current issues in the field. This component carries a weightage of 20 points in the overall course assessment, underscoring the importance of active and thoughtful participation.

You earn up to a maximum of 2 points per discussion prompt: 1 point for submitting an original response to the prompt and an additional point for commenting on another student's post.

Criteria for Awarding Points

- **Original Responses:**
 - **Comprehensive and Well-Supported:** Responses should thoroughly address the discussion prompt, incorporating relevant examples, experiences, or credible sources to support assertions.
- **Comments on Peer Posts:**
 - **Constructive Engagement:** Comments should contribute meaningfully to the discussion, offering insights, questions, or supportive evidence that enhances the dialogue.
 - **Respectful and Collegial Tone:** Interactions should maintain a respectful tone, fostering a positive learning environment conducive to an open exchange of ideas.



Course Schedule

Week	Topic	Activity
One	Introduction to optimize governance	Discussion forum
Two	Introduction to ensure effective and efficient governance	Discussion forum
Three	Deep dive into ensure effective and efficient governance	Assessment
Four	Introduction to contribute to the effectiveness of the board and committees	Discussion forum
Five	Deep dive into contribute to the effectiveness of the board and committees	Assessment and Discussion forum
Six	Introduction to lead development of a strategic plan	Discussion forum
Seven	Deep dive into lead development of a strategic plan	Quiz Discussion forum
Eight	Introduction to advise the board on issues requiring their input	Discussion forum
Nine	Deep dive into advise the board on issues requiring their input	Discussion forum
Ten	Introduction to risk management	Discussion forum
Eleven	Deep dive into risk management	Assessment
Twelve	Final review- reflective week	Reflective Activity Discussion forum

For additional details, review your student handbook.