

Making Your Work as a Board Member Easier—ICCAN Community Endpoints Hosting Sites/ Locations

Making Your Work as a Board Member Easier The Community Learning Network along with their partners - iCCAN, Board Development Program and the Community Development branch, both part of Culture and Community Spirit - will be offering one and a half hour evening sessions in September on "Making Your Work as a Board Member Easier". This four part series runs once per week on EITHER Thursday or Thursday for four consecutive weeks and will focus on the following topics:

Tuesday Series – from 6:45 p.m. – 8:15 p.m.

- Session 1 - Being an Effective Board Member - Tuesday September 7
- Session 2 - Meetings that Work - Tuesday, September 14
- Session 3 - Strategic Planning - Tuesday, September 21
- Session 4 - Policies, Procedures and Bylaws - What are They? - Tuesday, September 28

Thursday Series- from 6:45 p.m. – 8:15 p.m.

- Session 1 - Being an Effective Board Member – Thursday, September 9
- Session 2 - Meetings that Work - Thursday, September 16
- Session 3 - Strategic Planning - Thursday, September 23
- Session 4 - Policies, Procedures and Bylaws - What are They? - Thursday, September 30

The following communities will be offering the **Tuesday series** of “Making Your Work as a Board Member Easier”.

To register as a participant, please contact the host community’s contact person directly. Spaces are limited and will fill up quickly!

For all other inquiries, please contact Barb Hudkins at 780-485-4948 or coordinator@iccan.ca

ICCAN Community Endpoints	Location	Contact Person	Phone Number	Email	Videoconferencing Room Capacity
Millarville Community Library	Millarville, AB.	Norma Dawson	403-931-3919	amclibrary@marigold.ab.ca	Maximum of 20
Grande Prairie Volunteer Services Bureau	Grande Prairie, AB.	Jacqueline Hutton	780-538-2727	jhutton@gpvsb.com	Maximum of 10
Volunteer Wood Buffalo	Fort McMurray, AB.	Cassandra Flett	780-791-9333	info@volunteerwoodbuffalo.ca	Maximum of 13
Vulcan County Adult Learning Council	Vulcan, AB.	Marg Richmond	403-485-3109	vcalearn@telus.net	Maximum of 15
Paintearth CALC	Coronation, AB.	Pat King	403-578-3817	patking@wildroseinternet.ca	Maximum of 8
Hinton Adult Learning	Hinton, AB.	Carol DeMong	780-865-5716	carodemo@gyrd.ab.ca	Maximum of 8
Willow Creek Adult Learning	Claresholm Library, AB.	Kate Glover	403-625-4107	ulearn@telus.net	Maximum of 15

The following communities will be offering the **Thursday series** of “Making Your Work as a Board Member Easier”.

To register as a participant, please contact the host community’s contact person directly. Spaces are limited and will fill up quickly!

For all other inquiries, please contact Barb Hudkins at 780-485-4948 or coordinator@iccan.ca

ICCAN Community Endpoints	Location	Contact Person	Phone Number	Email	Videoconferencing Room Capacity
Flagstaff Community Adult Learning	Killam, AB	Val Rathjen	780-385-3712	director@fcal.net	Maximum of 20
CiRS- Volunteer Red Deer	Red Deer, AB.	Kathleen Raines	403-346-4636	kathleen@cirsonline.ca	Maximum of 16
Willow Creek Adult Learning	Fort Macleod Library, AB.	Kate Glover	403-625-4107	ulearn@telus.net	Maximum of 30
Foothills Continuing Education Council	Okotoks Library, AB.	Deborah Payne or Lara Grunow	403 850 2187	deborahpayne@shaw.ca	Maximum of 10
Provost Adult Learning & Literacy	Provost, AB.	Sherry Gagne or Catherine Vigna	780-753-2822	programs@provostlearning.ce	Maximum of 10
Taber & District Community Adult Learning Association	Taber, AB.	Holly Puskas	403-223-1169	projectassistant@taberadultlearning.com	Maximum of 10

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Being an Effective Board Member

Boards function most effectively when everyone on the board knows what their responsibilities are and what is expected of them. Join us for an interactive session where we identify ways to make board members' lives easier and boards more productive! This session will be of interest to new board members who wish to better understand their role and for experienced board members who want to review their involvement and performance.

Meetings That Work

In this interactive video conference session we will explore practical techniques and practices that will help you to have more effective community meetings. We will share basic strategies for planning and preparation; meeting set up and kick off; how to monitor and lead discussions as well as the wrap up and follow up of "Meetings that Work". These basic tools and techniques will help to transform your meetings into well-planned, well-managed gatherings that ensure people's time and talents are used effectively to accomplish the goals of your organization.

Strategic Planning

In this introductory level session you will learn what it means to be truly strategic in your planning. You will get an overview of what the planning process might look like in your organization and best of all - you will come away with a few tips on how to build in ownership and commitment, resulting in a plan that is closely followed versus one that collects dust!!

Policies, Procedures and Bylaws – What are they?

Written guidelines for the governance of your organization can save you and your board time and energy, but sometimes it is hard to know what information should go in which documents. What are the differences between policies and bylaws? What about objects, and procedures? How do you ensure that what you have on file is adequate and useful? This session will provide practical tips to help your board function smoothly.