

Building Board Performance



A one-day workshop to help chairs and chief executives to maximise the contribution of the board

For dates and locations please visit www.actionplanning.co.uk/board

The event runs from 10am to 4pm.

This one day event is designed to enable chairs and chief executives, ideally attending the workshop together, to build a highly effective board. It will examine how to find trustees with the right, experience, skills and networks, and how to use the board to expedite your decision making process.

We will look in detail at the following three key areas, providing for each a series of practical tools and processes which you can use in your organisation. There will also be opportunity to share ideas and methods with other delegates.

1. Building the Board

- assessing the potential contribution of your current trustees, and any gaps in skills and experience
- attracting and involving skilled, well connected and highly motivated trustees
- defining the role and expectations of each trustee
- initiating change in the Governance Team

2. Building Board contribution

- clarity on the role of the Board in relationship to the executive
- building trustee contribution by encouraging scrutiny, debate and decision making
- agreeing a strategic framework to inform the Board's decisions

Building Board Performance

- achieving clarity in delegated decision making
- effective Board meetings and avoiding information overload
- building successful relationships: Chair/Chief Executive/Trustees
- Reviewing board performance and implementing change

The workshops are highly interactive in nature. They are led by Dawn Wood, our Senior Management Consultant, who will ensure that you have plenty of opportunity to discuss issues individually, as well as with the group as a whole.

The workshops are aimed at Chairs and Chief Executives. There is a discount for organisations which are represented by both Chair and Chief Executive. Previous delegates have found the opportunity for Chair and Chief Executive to look together at these issues, to be extremely beneficial.

REGISTRATION FORM

You can book in four ways:

1. Enter your details online at www.actionplanning.co.uk/board (you will then have a choice of either requesting an invoice, or paying online)
2. or email anne@actionplanning.co.uk
3. or fax (020 8770 2090) or post this form to **Action Planning**, Waymark House, 19 Cedar Road, Sutton, Surrey SM2 5DA
4. or phone Anne on 0208 661 8060

Please register the following delegates (**BLOCK CAPITALS PLEASE**)

1 Mr/Mrs/Miss/Dr: _____ First Name: _____
Last Name: _____
Position: _____
E-mail: _____

Mr/Mrs/Miss/Dr: _____ First Name: _____
Last Name: _____
Position: _____
E-mail: _____

2 Name of Charity/Organisation: _____
Address: _____

Postcode: _____
Tel: _____

3 Please indicate your preferred workshop date below:

4 Please tick appropriate box:
 I enclose my cheque for _____ (payable to Action Planning)
Attendance fee: first place costs £190 and the second is charged at £140 per delegate, including VAT, lunch and all presentation materials.

Please register me/us and send me a VAT invoice. (Unless you specify otherwise, the invoice will be made out to your organisation).

I wish to pay by credit card (complete details below)

Visa Mastercard Switch/Maestro Delta

Card Number

Valid from _____ Expiry Date _____

Issue No. _____ Security Code _____
Switch/Maestro users only This is the 3 or 4 digit code on the back of your card

5 Please indicate any special needs or dietary requirements:

6 Please tick the relevant box if you would like a free discussion with Action Planning about our services in any of the following fields:

<input type="checkbox"/> Major Donor Fundraising	<input type="checkbox"/> Research (e.g. into major donors or trusts)	<input type="checkbox"/> Revenue Fundraising
<input type="checkbox"/> Recruitment	<input type="checkbox"/> Strategic Consultancy	<input type="checkbox"/> Market Research
<input type="checkbox"/> Capital Fundraising <small>(Please write below how much you need to raise and for what purpose)</small>	<input type="checkbox"/> Wealth Screening <small>to identify potential major donors</small>	

DATA PROTECTION

We would like to retain your address to send you invitations to future events and information on our work. Should you not wish to receive such communications, please tick here.

We would like to include your name, title and organisation (but not your address) on the delegate list. Should you not wish us to do this, please tick here.

CANCELLATION AND REFUND POLICY

All delegate fees must be paid in advance of the conference. Your fee is fully refundable, provided you cancel in writing more than seven working days before the conference. No refunds are available for cancellations within seven working days of the event, though substitutions can be made at any time.

PROGRAMME

Action Planning reserves the right to vary the published programme of speakers and the timing of the sessions.

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Price: The event is designed for chair and chief executive to attend together. Your first place costs £190 and the second is charged at £140.

Action Planning

Action Planning is a leading UK consultancy to the not-for-profit sector. It offers an unparalleled combination of fundraising and strategic consultancy, research, recruitment and 'hands on' fundraising to help organisations grow their income and fund major capital projects.

An initial discussion with Action Planning is without commitment. Please tick section 6 opposite or contact Vicky Porritt (vporritt@actionplanning.co.uk or 020 8642 4122) if you would like to talk to us about your needs.

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let's start from here

