

Building Board Performance



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

**Wednesday 2nd June, 10am to 4pm,
Mazars Head Office, London**

This one day event is designed to enable chairs and chief executives, ideally attending the masterclass together, to build a highly effective board. It will examine how to find trustees with the right contacts, 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 a successful Chair / Chief Executive partnership

- achieving clarity about your respective roles
- playing to your strengths
- building trust

2. Building the Board

- assessing the potential contribution of your current trustees, and any gaps in skills and experience
- identifying 'connectors', 'cultivators' and 'contributors' on your Board, and using them appropriately
- attracting and involving skilled, well connected and highly motivated trustees
- defining the role and expectations of each trustee, and agreeing job descriptions
- building the capacity of the Board to develop shared vision and exercise leadership

3. Building effective decision making processes

- agreeing vision, mission and a strategic framework to inform the Board's decisions
- achieving clarity in delegated decision making
- avoiding information overload
- deciding when and whom to consult

The workshops are highly interactive in nature. They are led by Tim Waldron, our Director of Management Consultancy, and his Team of Senior Consultants, 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.

The event is hosted by the Charities Team at Mazars, a leading accountancy partnership serving the Third Sector.

Supported by



strategy and fundraising consultants

REGISTRATION FORM

You can book in three 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 fax this form to 020 8770 2090
3. or post this form to **Action Planning**, Waymark House, 19 Cedar Road, Sutton, Surrey SM2 5DA Tel: 020 8642 41220

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 tick appropriate box:

I enclose my cheque for _____ (payable to Action Planning)
Attendance fee: Your first place costs £190 and the second is charged at £140. This includes 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

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

Major Donor Fundraising Research (e.g. into major donors or trusts) Revenue Fundraising
 Recruitment Strategic Consultancy Market Research
 Capital Fundraising Wealth Screening
(Please write below how much you need to raise and for what purpose)

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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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 5 opposite or contact Freddie McGrath (fmcgrath@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

