



AFOA MANITOBA

Building a Community of Professionals



**Not-For-Profit Board Governance: Achieving your Mission
through Good Governance Practice**

and

**The Role of the Board's Treasurer and the Finance and Audit
Committee**

**Not-For-Profit Board Governance: Achieving your Mission through Good
Governance Practice
Workshop Agenda
January 29, 2025**

Time	Session
8:00 a.m. – 9:00 a.m.	Registration and Hot Breakfast
9:00 a.m. – 9:05 a.m.	Opening Prayer, Welcome and Introductions
9:05 a.m. – 10:05 a.m.	Governance Basics Assignment One
10:05 a.m. – 10:20 a.m.	Health Break
10:20 a.m. – 11:10 a.m.	Board Member Duties
11:10 a.m. – 12:00 p.m.	Assignment Two Board Composition and Board Operations
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 2:00 p.m.	Assignment Three Board Operations Continued and The Executive Director
2:00 p.m. – 3:00 p.m.	Assignment Four The Executive Director Continued and Oversight
3:00 p.m. – 3:15 p.m.	Health Break
3:15 p.m. – 4:00 p.m.	Assignment Five Red Flags and Other Signs
4:00 p.m. – 4:15 p.m.	Closing, Participant Evaluations, Closing Prayer

Workshop Learning Objectives

The learning objectives for the workshop on Not-For-Profit Board Governance: Achieving your Mission through Good Governance Practice are intended to build the necessary knowledge and skills of those working and involved in the key competency domain relating to Not-For-Profit Board Governance.

Upon successful completion of this workshop, participants will be able to:

Objective 1 – Gain an understanding of organizational governance as it applies to not-for-profits;

Objective 2 – Understand the roles, responsibilities, and duties for not-for-profit directors; and

Objective 3 – Determine how NFP Boards contribute to the mission of their organizations.

**Role of the Board's Treasurer and the Finance and Audit Committee
Workshop Agenda
January 30, 2025**

Time	Session
8:00 a.m. – 9:00 a.m.	Registration and Hot Breakfast
9:00 a.m. – 9:05 a.m.	Opening Prayer, Welcome and Introductions
9:05 a.m. – 10:15 a.m.	Financial Literacy Governance Principles
10:15 a.m. – 10:30 a.m.	Health Break
10:30 a.m. – 12:00 p.m.	Governance Principles Continued Treasurer Position and Committee Composition Treasurer and Committee Roles
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 2:15 p.m.	Treasurer and Committee Roles Continued Finance Committee Responsibilities Scenario #1
2:15 p.m. – 2:30 p.m.	Health Break
2:30 p.m. – 4:00 p.m.	Audit Committee Responsibilities Scenario #2 Treasurer Responsibilities Scenario # 3
4:00 p.m. – 4:15 p.m.	Closing, Participant Evaluations, Closing Prayer

Workshop Learning Objectives

The learning objectives are intended to build the necessary knowledge and skills of those interested in better understanding the importance of building and maintaining capital for a community.

Upon successful completion of this workshop, participants will be able to:

Objective One - To introduce and understand financial statements (financial literacy);

Objective Two - To develop an understanding of the roles, responsibilities and functions of the Treasurer, Finance Committee, and Audit Committee;

Objective Three - To build participant knowledge and skills related to the role of the Treasurer, Finance and Audit Committee; and

Objective Four - To introduce the concept of risk for the Treasurer and Finance and Audit Committee.

AFOA Manitoba
Not-For-Profit Board Governance: Achieving your Mission through Good Governance Practice Workshop - January 29, 2025
The Role of the Board's Treasurer and the Finance and Audit Committee Workshop - January 30, 2025
Victoria Inn Hotel & Convention Centre – Winnipeg, Manitoba
1808 Wellington Avenue 1-204-786-4801

Workshop Registration Form

REGISTRANT INFORMATION
Name:
Position:
Community/Company:
Email:
Work Phone:

WORKSHOP REGISTRATION FEES include breakfast and lunch and workshop material.

January 29, 2025 Workshop

Registration Fee: Non-AFOA Member	\$ 600.00
Registration Fee: AFOA Member	\$ 500.00

January 30, 2025 Workshop

Registration Fee: Non-AFOA Member	\$ 600.00
Registration Fee: AFOA Member	\$ 500.00

AFOA Membership # _____

***** Maximum of 40 Participants for Each Workshop *****

Method of Payment: If paying by cheque make payable to AFOA Manitoba

Pay at Registration Desk

Cash, cheque, e-transfer to info@afomb.ca or direct deposit to Scotiabank 10587 002 0066818

AFOA - BUILDING A COMMUNITY OF PROFESSIONALS

Registration with Hot Breakfast at 8:00 a.m. in the Wellington Room
Workshops start at 9:00 a.m.

Email registration form:
[**allan@afomb.ca**](mailto:allan@afomb.ca)

For more information:
 Allan Munroe
[**allan@afomb.ca**](mailto:allan@afomb.ca)
 1-204-620-2933

Accommodations:
 Victoria Inn Hotel
 1-204-786-4801
 Group Code 315860

Mailing Address:
 AFOA Manitoba
 PO Box 1531
 The Pas, Manitoba
 R9A 1L4

Website – afomb.ca

Your signature is required as authorization of registration to the above noted workshop.

 Signature

 Date

Important Notice: By registering for the AFOA Manitoba workshop, you agree to allow AFOA Manitoba to use photographs/videos in which you may appear in all media formats.