

# BOARD BUILDER Conference 2011

BOOK BEFORE  
21 DECEMBER  
TO GO INTO THE  
DRAW TO WIN  
AN IPAD!

A FRESH AGENDA for Australian  
community sector boards,  
committees & governing councils

Friday, 18 February 2011

9.15am – 4.30pm

Moonee Ponds, MELBOURNE



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**Boards, Committees & Governance**  
One of the 16 Knowledge Centres of Our Community



[ourcommunity.com.au](http://ourcommunity.com.au)

# KEYNOTE SPEAKERS



## MURRAY BAIRD

Murray is a contributor to the *Board Builder* newsletter and Senior Partner at Moores Legal, leading the firm's not-for-profit section. Murray also chairs specialist insurer Ansva Insurance.



## KYLIE CIRAK

Kylie is a public relations professional, specialising in partnerships, workplace volunteering & communications. She operates Tiger Grace Consulting, and serves on a number of community boards.



## JAMES DEMETRIOU

James is co-founder and Executive Officer of Sports Without Borders, a not-for-profit organisation supporting youth from migrant and refugee backgrounds who are involved or want to get involved in sport.



## BRETT DE HOEDT

Brett is the charismatic and entertaining founder & Mayor of Hootville Communications, providing specialist communications services to community groups.



## KATHY MCLEAN

An executive search specialist, Kathy has worked for both for-profit and not-for-profit organisations. She specialises in finding talent to fill important roles in the services sector.



## PROF. ROB MOODY

The CEO of VicHealth from 1998-2007, and the former Chair of Melbourne Storm, Prof. Moodie is the inaugural Chair of Global Health at the Nossal Institute for Global Health.



## PATRICK MORIARTY

Patrick is a community governance specialist, designing and delivering Our Community's accredited training on this topic and serving now and in the past on a number of community boards.



## VANESSA NOLAN WOODS

Vanessa is the energetic and action-oriented head of Social Sector Banking at Westpac, which provides banking support & tailored products for community organisations of all types and sizes across Australia.



## PAUL RONALDS

Paul is currently the First Assistant Secretary of the Office of Work and Family in the Department of Prime Minister & Cabinet – the division that houses the new Office for the Non-Profit Sector.



## CAROL SCHWARTZ AM

Carol is a visionary leader who works to achieve transformative outcomes. Recently she founded the Women's Leadership Institute Australia to help rectify the dearth of women in leadership positions.



## SINCLAIR TAYLOR

Sinclair is the Head of Westpac Financial Education, delivering education to improve financial literacy within the community. He has designed a suite of financial training products for the community sector.

# WHY YOU MUST ATTEND

Passion alone is not enough to provide good stewardship – modern community boards, whatever their size or style, need to be knowledgeable, responsible and, above all, adaptable.

The world is changing around us: government attitudes are changing; the regulatory environment is changing; media imperatives are changing; our service users and members are changing. Yet most community groups are still operating according to old models and outmoded practices.

It's no longer OK to say that we do things this way because that's the way they've always been done. A new agenda is required.

Our boards need to find a way to protect and respect the origins of our organisations, while finding a way to adapt to modern conditions.

***This is the conference for all people who sit on a board, manage a board, work with a board, or want to get on a board.***

## LEARNING OUTCOMES

- Gain a sound understanding of the principles and practices associated with successful modern governance in the community sector
- Learn about your individual roles and responsibilities, and those of the governance group as a whole
- Improve the dynamics of your board – its meetings, its outcomes, its recruitment & renewal strategies
- Learn how to oversee and better manage the leaders of your community group and improve board-staff relations
- Strengthen understanding of financial and risk management principles
- Get troubleshooting advice from the experts
- Gain renewed energy for contributing to and building your organisation

***“Fantastic, educational training day. Would love to attend again and bring rest of Board with me!!”***

*2010 Board Builder Conference Attendee*

## OUR COMMUNITY ALLIANCE PARTNERS



# THE PROGRAM

FEBRUARY 18, 2011

9.00 - 9.15 AM

COFFEE/TEA & REGISTRATION

9.15 - 9.35 AM

INTRODUCTION

## WELCOME AND INTRODUCTION

Patrick Moriarty, Executive Director, Institute of Community Directors Australia (ICDA)

9.35 - 10.20 AM

KEYNOTE  
PRESENTATION

## LEADING THROUGH CHANGE: What's Next for the Australian Community Sector

Paul Ronalds, First Assistant Secretary, Department of the Prime Minister & Cabinet

*After decades of shelved reports and stalled reforms, the next few years is likely to see a series of key changes in the Australian community sector – and Paul Ronalds will be at the front line. A former Deputy CEO of World Vision Australia, Paul now heads up the Prime Minister & Cabinet Division that includes the new Commonwealth Office of the Not-For-Profit Sector. In this keynote presentation, Paul will share his reflections on the organisational and leadership challenges that board members need to face, drawing from his seminal international study and new book, 'The Change Imperative: Creating the Next Generation NGO', and outline the changing regulatory environment for Australian not-for-profits.*

10.20 - 10.30 AM

## LAUNCH: Westpac Community Treasurers' Awards 2011

Vanessa Nolan-Woods, Head of Social Sector Banking, Westpac

Paul Ronalds, First Assistant Secretary, Department of the Prime Minister & Cabinet

*Celebrating Australia's voluntary community treasurers.*

10.30 - 11.00 AM

MORNING TEA

11.00 AM - 12.00 PM

CONCURRENT  
SESSIONS  
(YOU CHOOSE TWO)

## 1. MINIMISING RISK (AND WHAT TO DO IF THINGS DON'T GO TO PLAN)

Murray Baird, Principal, Moores Legal & Chair, Ansvar Insurance

*If you're not thinking about risk in your community organisation, you're not doing your job as a board member. Participants in this session will receive a commonsense lesson on how to pick risk, minimise it, and insure for it – as well as a 10-point list of things community organisations can do about risk.*

## 2. UPDATING YOUR CONSTITUTION

Patrick Moriarty, Executive Director, Institute of Community Directors Australia (ICDA)

*If your organisation has not taken a critical look at its constitution in the past two years, it's probably missing out. A good constitution needs to be reviewed regularly to ensure it is still serving your organisation, and still adhering to state laws – many of which have changed in the past 12 months. Participants in this session will take away 10 key tips for reviewing and renewing a constitution.*

## 3. APPRAISING & REMUNERATING THE CEO

Kathy McLean, Executive Search Consultant, Fish & Nankivell Ogilvie Watson

*A critical task for any board is to ensure you have the best person for the top job. In this session you will learn how to find the right CEO/Manager/Coordinator for your organisation, how to assess their performance, and how to ensure you are paying them fairly. A key takeaway from this session will be a list of 10 things to look for when recruiting and assessing a leader for your community group.*

## 4. UNDERSTANDING FINANCES

Sinclair Taylor, Head of Westpac Financial Education

*How much do you know about the health of your group's finances, really? In this session you will learn how to get a firm grasp on the financial papers, reports and concepts that you need to understand in order to fulfil your board duties. All participants in this session will take away a copy of the free 'Guide for Community Group Board Members on Understanding Finances'.*

# THE PROGRAM

FEBRUARY 18, 2011

12.00 - 1.00 PM

## CONCURRENT SESSION

### CONCURRENT SESSIONS

Attend your second chosen concurrent session

1. Minimising Risk (& What to do if Things Don't Go to Plan)
2. Updating your Constitution
3. Appraising and Remunerating the CEO
4. Understanding Finances

1.00 - 1.45 PM

## LUNCH

1.45 - 2.30 PM

## KEYNOTE PRESENTATION

### ADVANCING WOMEN: Finding a New Way Forward

Carol Schwartz AO, Chair, Women's Leadership Institute Australia

*There's no shortage of women in the community sector, yet their numbers drop dramatically as you move from junior to manager, from workplace to board, and from low-budget, low-profile boards to high-prestige boards. Why aren't there more women in positions of power in the community sector? Why aren't there more women chairing the meetings rather than taking the minutes? While the business sector celebrates fairly pitiful advances in achieving leadership equality, the community sector isn't even really talking about it. It's time for a new agenda. We need more women as managers, more women in senior positions on boards, and a new set of skills and thinking for men and women to help usher in the changes. This session will help us get started.*

### A TEACUP IN A STORM: How to lead when things turn sour

Prof. Rob Moodie, Chair of Global Health, Nossal Institute of Global Health; former Chair, Melbourne Storm

*When the Melbourne Storm rugby league salary cap scandal erupted in early 2010, Rob Moodie was the man in the hot seat; he was the one forced to front the media, answer the critics and pacify the dumbstruck and devastated members and fans. It's a situation no board member ever wants to face; yet Dr Moodie has emerged from the mess with his own integrity intact. How did he do it? In this keynote speech, Dr Moodie provides a first-hand account of the drama, and the lessons it holds for all leaders of a modern organisation.*

### THE BOARD DOCTOR

Carol Schwartz AO, Chair, Women's Leadership Institute Australia

James Demetriou, Executive Chairman, Sports without Borders

Kylie Girak, Executive Advisor, Tiger Grace Consulting

Murray Baird, Principal, Moores Legal; Chair, Ansvar Insurance

FACILITATED by Brett de Hoedt, Mayor, Hootville Communications

*Revealing the answers to all the burning questions you always wanted to ask about being a board member of a community organisation. Tell us about your board ills and let our Board Doctors work their magic.*

2.30 - 3.15 PM

## KEYNOTE PRESENTATION

3.20 - 4.30 PM

## PANEL SESSION



BOARD DOCTOR

**“An excellent day – thank you so much for the opportunity!”**

*2010 Board Builder Conference Attendee*

# CONFERENCE INFO

## Date & Time

**Friday, February 18, 2011, 9.15am-4.30pm (registration from 9.00am)**

## Venue

Moonee Valley Racing Club, McPherson St, Moonee Ponds, VIC; Melway Ref 29A7

## Parking

**FREE** all-day parking is available at the venue

## Public Transport

**TAXI:** Ask to be dropped at Members Gate 1, Moonee Valley Racing Club, McPherson St, Moonee Ponds

**TRAM:** Route #59 Airport West-City; Catch the tram from anywhere on Elizabeth St in the city & get off at Stop 33 (Moonee Ponds Junction). Walk down Dean St, turn left at McPherson St; enter at Members Gate 1

**TRAIN:** Catch a Broadmeadows/Craigieburn Line train from any City Loop station & get off at Moonee Ponds Station. Walk down Puckle St (becomes Dean St) through the shopping strip and turn left at McPherson St; enter at Members Gate 1

Contact Metlink for info on timetables, ticket prices and maps [www.viclink.com.au](http://www.viclink.com.au) Phone 131 638

## Price

\$295 (group discount: five for the cost of four)

## Accommodation

We recommend [www.lastminute.com.au](http://www.lastminute.com.au) or [www.wotif.com](http://www.wotif.com)

## Takeaway Reference Material

In line with our sustainability objectives, conference presentations will not be printed and distributed during the conference but will instead be available via the Our Community website – a direct weblink will be advised via email following the conference.

## Bookings, Cancellation & Refund Policy

Registrations must be paid no later than 10 working days prior to the event. 50% of the registration fee is refundable if notice of cancellation is received more than 10 working days prior to the event; NO REFUND is available where notice of cancellation is received less than 10 working days prior to the event. Substitution of attendees is allowed. Written notice is required for cancellations and substitutions. It is not possible to transfer registration between events.

## Commitment to Access & Equity

The organisers and supporters of this conference are committed to access and equity and as much as possible will be done to meet the needs of all delegates. Please contact Alan Matic if you require special assistance – phone (03) 9320 6805 or email [alanm@ourcommunity.com.au](mailto:alanm@ourcommunity.com.au). In order to ensure that all needs can be met, please note that we require **six weeks'** notice for most special needs requests.

## About the Conference Organisers

This conference is an initiative of the Australian Institute for Community Practice and Governance (AICPG), the training arm of Australia's leading community sector support organisation, Our Community. The AICPG provides accredited training, half-day workshops and conferences designed specifically for the staff, volunteers, board/committee members and supporters of community organisations throughout Australia. More information at [www.ourcommunity.com.au/training](http://www.ourcommunity.com.au/training)



# CERTIFICATE OF RECOGNITION

*All attendees receive a Certificate of Recognition for the Board Builder Conference, awarded by Our Community*



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