

Governance Training Workshop

Board Members

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Chair

Rachel Armstrong

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D. Gallant Management Associates*

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*Executive Director
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The Board Network
400 Congress Street, 4th Floor
P.O. Box 15200
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**The
Board
Network**

The Board Network

Hands-On Workshop for Board Members

Board Financial Oversight: *You Don't Have to Be an Accountant*

**Wednesday
September 17, 2003
8:00 - 11:00 A.M.**

Location

**Boys & Girls Club of Greater Portland
277 Cumberland Avenue
Portland, Maine**

The Board Network

Presents...

Board Financial Oversight: *You Don't Have to Be an Accountant*

Wednesday, September 17, 2003
8:00 - 11:00 A.M.
Continental Breakfast - 7:30 A.M.

Location

Boys & Girls Club of Greater Portland
277 Cumberland Avenue
Portland, Maine

Who should attend: All Board Members (especially those without financial backgrounds); Executive Directors and other finance staff with responsibility reporting to the Board.

A Hands-On Workshop for Board Members

If you don't even know the questions to ask or what to look for when you receive your nonprofit's financial reports—and yet you know it's ultimately the board's responsibility—this program is for you. This introductory workshop doesn't deal with how to calculate the numbers; instead it gives you practical guidance on the key areas of the financial reports that tell the most. Today more than ever before, board members must be willing to find the answers and get the training if they don't understand their financial reports. This hands-on workshop is an effective way for you to gain that knowledge.

The Board Network

You will learn how to...

- Read a profit and loss statement and a balance sheet—and know what they tell you
- Separate the roles of board and senior financial staff
- Recognize financial warning signs, before they become serious problems
- Get the most from the annual audit process
- Put all this knowledge to use immediately in your own organization

Come to this workshop to gain confidence in your ability to fulfill your fiduciary responsibility as a board member. Participants will receive numerous practical handouts.

The workshop is presented by the following team of professionals:

Sarah Leeman, CPA
Berry Dunn McNeil & Parker

Peter Montano, CPA
Macdonald Page Schatz Fletcher & Co.

Both have extensive expertise in accounting and auditing for nonprofit organizations—and are effective communicators with non-financial board members.

The Board Network

The Board Network
400 Congress Street, 4th Floor
P.O. Box 15200 - Portland, ME 04112
tel. 207.874.1000 x329
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Info@TheBoardNetwork.org

The Board Network

Sign me up for...
Board Financial
Oversight: *You Don't*
Have to Be an Accountant

When: Wednesday, September 17, 2003
Time: 8:00 - 11:00 A.M.
Location: Boys & Girls Club of Greater Portland
277 Cumberland Avenue
Portland, Maine

Registration Fee: \$55.00 1st. person
\$45.00 add. person(s)

Total Due: _____

Name _____

Title _____

Organization _____

Address _____

City _____

State _____ **ZIP** _____

Phone _____

Fax _____

E-mail _____

Special Needs _____

(Please register at least 10 days prior to workshop so we may accommodate you.)

Payment: *Make check payable to:*
The Board Network

Please mail your registration and payment to :

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