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**Stepping into Governance - Governance Training Workshop  
for Ethnic Communities  
Saturday 28 October 2023  
PROGRAMME**

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This one day workshop is an introduction to governance for ethnic communities and provides an insight into being a director of commercial, not for profit and public sector boards.

The learning outcomes are:

- Understanding of what the role of a board director is and is not.
- Understanding of the legal and compliance framework that applies to governance roles in companies and other legal entities.
- Practical information to assist attendees in securing a governance role.

<b>9.00am – 9.30am</b>	<i>Arrival tea/coffee</i>
<b>9.30am – 9.35am</b>	<b>Welcome</b> Julie Hardaker – Chair Governance New Zealand Garry Gupta – Migrant Careers Support Trust
<b>9.35am – 11.30am</b>	<b>Governance 101</b> <b>Presenter: Ziena Jalil</b> <ul style="list-style-type: none"> <li>• What is governance and what is not governance</li> <li>• Overview of the general principles of governance</li> <li>• The role of a board member – definitions and duties</li> <li>• Key functions of directors– strategy, CEO accountability</li> <li>• Governance v management</li> <li>• Conflicts of interest</li> <li>• Board culture</li> </ul>
<b>11.30am – 11.45am</b>	<i>Morning tea</i>
11.45am – 12.45pm	<b>Legal Compliance</b> <b>Presenter: Siddhartha Sharma</b> <ul style="list-style-type: none"> <li>• Overview of legal requirements and obligations as directors</li> <li>• Different governance roles and legal requirements that apply – incorporated societies, charities, trusts, public sector</li> <li>• Compliance requirements in New Zealand – registration, filing annual, AGMs, auditing</li> </ul>
<b>12.45pm – 1.15pm</b>	<i>Lunch</i>

<p><b>1.15pm – 2.30pm</b></p>	<p><b>Finances for Board Directors</b>  <b>Presenter: Angus Ogilvie</b></p> <ul style="list-style-type: none"> <li>• Introduction to financial management from director’s perspective</li> <li>• What should board directors look at in the financial accounts</li> <li>• Budgets</li> <li>• Financial strategies</li> <li>• Financial risk management and controls</li> <li>• Audit</li> <li>• Questions board directors should ask of management</li> </ul>
<p><b>2.30pm – 2.45pm</b></p>	<p><b><i>Afternoon tea</i></b></p>
<p><b>2.45pm – 4pm</b></p>	<p><b>Opening Doors to Governance Roles</b>  <b>Presenter: Julie Hardaker</b></p> <ul style="list-style-type: none"> <li>• Governance CVs</li> <li>• Board recruitment process</li> <li>• Interview tips</li> <li>• Government nominations services</li> <li>• Pathways to board appointments</li> <li>• Training and education opportunities</li> </ul>
<p><b>4.00pm – 4.10pm</b></p>	<p><b>Governance Presentation – Bhav Dhillon</b></p>
<p><b>4.10pm – 4.30pm</b></p>	<p><b>Panel Discussion facilitated by Garry Gupta</b>  Bhav Dhillon and Julie Hardaker</p>
<p><b>4.30pm – 5.00pm</b></p>	<p><b>Networking</b></p>