



Business Compliance

Enhance the Boards performance and steer your organisation towards best management practice. This course provides you with up-to-date intra-company information management skills that will improve decision making and clarify roles and responsibilities within your organisation. Practical and relevant training in the principles of governance supported by the fundamentals of recordkeeping. Ideal for members and supporters of boards and management committees within the not-for-profit, school and community sectors. Learn how to implement board member responsibilities, analyse financial reports and budgets, work within organisational structures and understand the principles of records management.

Designed for

Office bearers, secretaries and members of management committees.

Course outcomes & benefits

This course introduces board members to their roles and responsibilities, legal requirements and clarifies organisational decision making processes. It develops the skills and knowledge required to effectively monitor financial activity and understand the Board's responsibility in this area. Participants will also understand the requirements for and importance of maintaining a structured recordkeeping system at an organisational level, including agendas and meeting minutes.

Course content

- Understand the core functions and legal requirements of Board members
- The roles and responsibilities of board members and management
- Reviewing financial reports and budgets and monitoring expenditure and revenue
- Finalising and presenting budgets
- Essential recordkeeping

Duration & course dates

3 days 24, 25 & 26 Aug

Investment

\$1,295

Assessment

There is no assessment on this course.

Location

UNSW Global, 12-22 Rothschild Avenue, Rosebery, NSW 2018

Program code BSBC

LEARN4LIFE

Learn4Life 12-22 Rothschild Avenue Rosebery NSW 2018 Australia

Telephone: 1800 727 640 Facsimile: 61 2 8117 2018 Email: learn4life@unsw.edu.au Web: www.learn4life.unsw.edu.au

Learn4Life is an education group of UNSW Global Pty Limited, a not-for-profit provider of education, training and consulting services and a wholly owned enterprise of the University of New South Wales ABN 62 086 418 582 UNSW Global Pty Limited NTIS Code 90682