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WAGAR PROJECT | Succession Planning Training

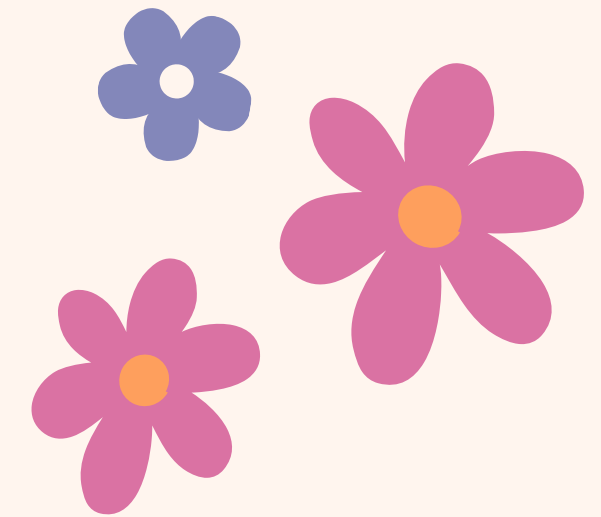
# **Building Collective Power: Collaboration & Impact**

Workshop Series | Session Three

Wednesday, 24th April 2024

# Ice Breaker

Flower Petals: What Made Me Who I Am Today



- ❁ Today, four women will be invited to share their flowers.
- ❁ Remember to reflect on what was shared before you to appreciate their sharing by mentioning what stood out to you.
- ❁ After sharing, pick a new person to share their flower.

# SESSION THREE Objectives

one Explore the various governance structures which create strong organisational foundations

two Understand the aspects of governance structures to consider and set up

three Identify opportunities and considerations for impact-driven collaboration

# Today's Topics

1

Group  
Presentations

2

(continued)  
Governance Structures



# Group Presentations

Governance Structures in Our Organisation



(continued)

# Governance Structures

Meeting  
Procedures

Communication  
Channels

Accounting  
& Reporting

Conflict Resolution  
Mechanisms

Policies &  
Procedures

# Meeting Procedures

Agenda Preparation

Decision Making Processes

Evaluation & Feedback

Facilitation

Documentation & Record Keeping

Accessibility & Inclusivity

Participation & Contribution

Follow-Up & Action Items

Adherence to Time Limits

## Evaluation & Feedback

- Regularly collect feedback from participants on meeting effectiveness, including strengths, areas for improvement, and suggestions for future topics or formats.
- Use feedback to continuously improve meeting procedures, and increase engagement and productivity.



## Accessibility & Inclusivity

- Ensure that meeting venues are accessible to all participants, including those with disabilities, and that accommodations are provided as needed.
- Foster an inclusive environment that respects diverse perspectives, languages and cultural backgrounds, and that encourages full participation from all attendees.

## Adherence to Time Limits

- Adhere to the allocated time for each agenda item to ensure that all topics are addressed within the scheduled meeting duration.
- Monitor time closely, and be prepared to adjust the agenda or defer non-urgent items ('parking lot') if necessary to maintain productivity and focus.

# Meeting Procedures

Agenda Preparation

Decision Making Processes

Evaluation & Feedback

Facilitation

Documentation & Record Keeping

Accessibility & Inclusivity

Participation & Contribution

Follow-Up & Action Items

Adherence to Time Limits

# Communication Channels

Identify channels for communication and collaboration among stakeholders

## Why?

It is important to establish clear lines of communication both internally and externally, including with board members, staff, volunteers and external partners.

- Facilitate Information Sharing
- Increase Engagement
- Enhance Collaboration
- Support Inclusivity & Accessibility
- Build Community & Relationships
- Address Concerns & Issues
- Promote Transparency
- Improve Decision Making
- Adapt to Change

# Communication Channels

what needs to be established?

SELECTION OF  
COMMUNICATION  
CHANNELS

CLEAR &  
CONSISTENT  
MESSAGING

REGULAR  
UPDATES &  
ANNOUNCEMENTS

TWO-WAY  
COMMUNICATION

CENTRALISED  
INFORMATION HUB

CONFIDENTIALITY  
& PRIVACY

FEEDBACK &  
EVALUATION

# Communication Channels

## SELECTION OF COMMUNICATION CHANNELS

- Identify communication needs and preferences
- Consider accessibility, convenience, reliability and privacy
- E.g. email, phone calls, video conferencing, instant messaging, in-person meetings

# Communication Channels

## CLEAR & CONSISTENT MESSAGING

- Ensure clear and consistent communication across all channels to avoid confusion/ misunderstandings
- Provide relevant information, context and background to facilitate understanding and enable informed decision-making

# Communication Channels

## REGULAR UPDATES & ANNOUNCEMENTS

- Provide regular announcements, updates and reminders about upcoming events, meetings, deadlines or important developments
- Establish schedules to keep others informed and engaged without too much messages



# Communication Channels

## TWO-WAY COMMUNICATION

- Invite feedback, questions and suggestions, and respond promptly to inquiries or concerns
- Create opportunities for dialogue and discussion to foster collaboration, problem-solving and relationship-building

# Communication Channels

## CENTRALISED INFORMATION HUB

- Establish a centralised information hub for others to access documents, resources and updates
- Organise information in a structured and accessible format for easy access
- E.g. website, cloud platform

# Communication Channels

## CONFIDENTIALITY & PRIVACY

- Respect the privacy and confidentiality of sensitive information shared, such as personal data, financial information or organisational strategies.
- Implement security measures - i.e. encryption, passwords, 2-step verification

# Communication Channels

## FEEDBACK & EVALUATION

- Seek feedback on communication effectiveness, including clarity, relevance, timeliness and accessibility
- Use feedback to continually improve communication channels and practices, to meet evolving needs and preferences

# Communication Channels

what needs to be established?

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TWO-WAY  
COMMUNICATION

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EVALUATION

# Accounting & Reporting

Financial Sustainability  
& Resource Allocation

Budgeting &  
Financial Planning


Financial  
Record Keeping

Financial  
Reporting

Compliance & Regulatory  
Requirements

Transparency &  
Accountability

Board Oversight  
& Governance



# Accounting & Reporting

## Financial Sustainability & Resource Allocation

- Develop strategies for achieving financial sustainability, diversifying revenue sources and maximising resource utilisation to support the organisation's mission and long-term operations.
- Prioritise resource allocation based on strategic priorities, programme needs and financial sustainability considerations to optimise impact and effectiveness.



# Accounting & Reporting

## Budgeting & Financial Planning

- Develop annual budgets and financial plans that align with the organisation's strategic goals, priorities and available resources.
- Monitor actual financial performance against budgeted targets and adjust plans as needed to ensure sustainability and accountability.



# Accounting & Reporting

## Financial Record Keeping

- Maintain accurate and detailed financial records, including income, expenses, assets, liabilities and transactions.
- Use standardised accounting principles and practices to ensure consistency, transparency and accuracy in financial reporting.

# Accounting & Reporting

## Financial Reporting

- Prepare regular financial reports, including income statements, balance sheets and cash flow statements, to provide stakeholders with timely and relevant information on the organisation's financial health and performance.
- Ensure that financial reports are clear, comprehensive and compliant with regulatory requirements and accounting standards.

# Accounting & Reporting

## Compliance & Regulatory Requirements

- Stay informed about relevant laws, regulations and reporting requirements governing nonprofit organisations, including tax regulations, charitable solicitation laws and financial disclosure requirements, if applicable.
- Ensure compliance with regulatory requirements and reporting deadlines to maintain legal and regulatory compliance and uphold the organisation's reputation and credibility.

# Accounting & Reporting

## Transparency & Accountability

- Promote transparency and accountability in financial management and reporting by providing accurate and timely financial information to stakeholders, including donors, funders and board members.
- Communicate openly and proactively about the organisation's financial activities, performance and challenges to build trust and confidence among stakeholders.

# Accounting & Reporting

## Board Oversight & Governance

- Engage the board of directors in financial oversight and governance responsibilities, including reviewing financial reports, monitoring financial performance and ensuring compliance with legal and fiduciary duties.
- Foster a culture of financial accountability among board members, staff and volunteers, with a shared commitment to responsible financial management and organisational sustainability.

# Accounting & Reporting

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& Resource Allocation

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# Homework

**Deadline: Thursday, 2nd May**

In your assigned groups of 5, find some time together to share your reflection journal entries which you completed for the session 1 and 2 homework.

Based on your own journal entries, each woman should share which they would prefer if they formed a group with the other refugee women groups:

- consortium or collective structure
- decision-making processes

Share and discuss the reasons why. As a group, decide on which final structure and decision-making processes you would like to try using.

Write down the key discussion points and decisions made during your discussion. When completed, each woman should submit the homework via email.



**Session Three End**