

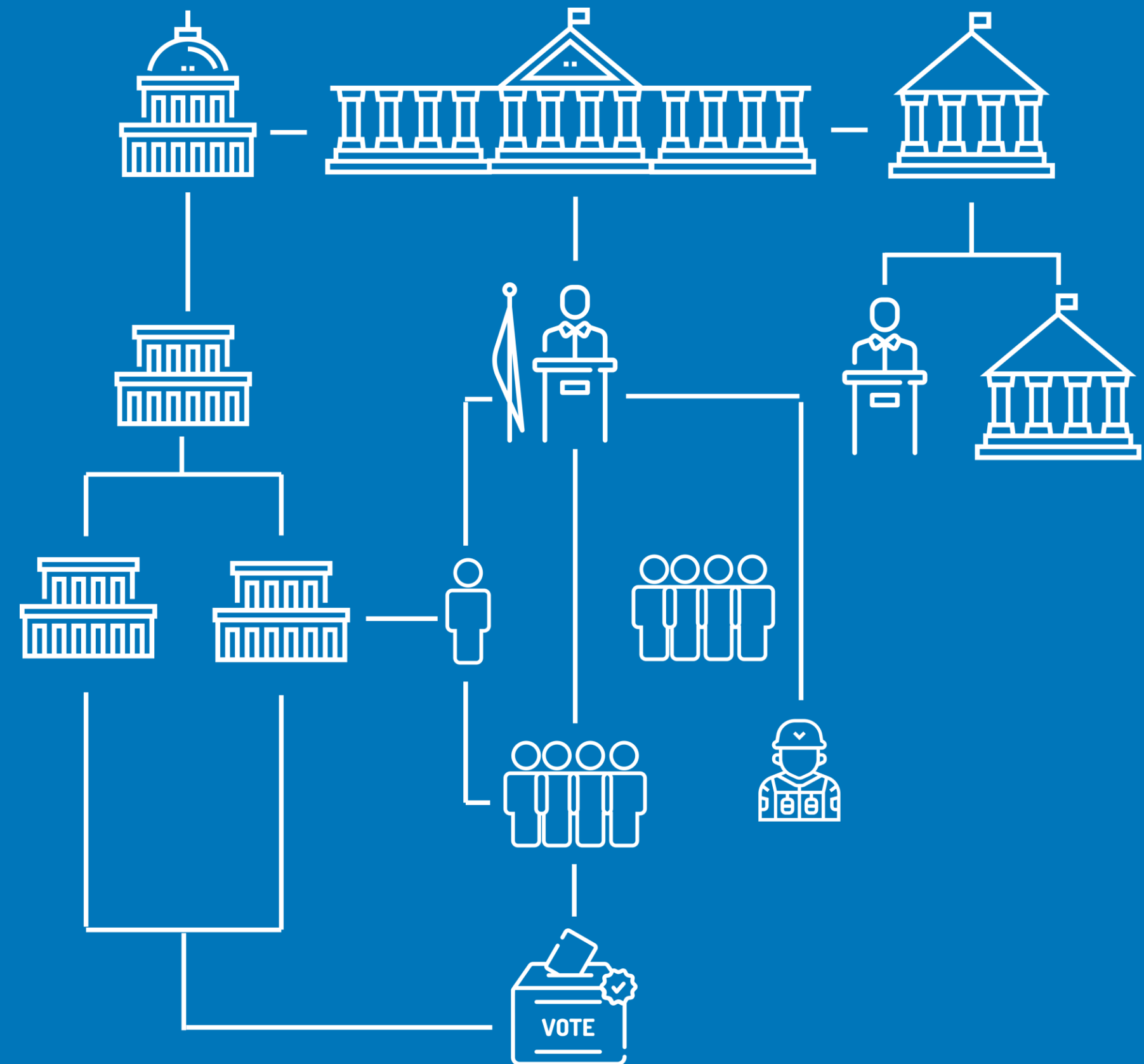
Governance



BUILD A DEAF
ORGANISATION

OBJECTIVES OF TRAINING

- System of roles/positions, rules/policies and processes
- Control and lead an organisation
- Setting short and long-term goals/objectives and achieving them
- Achieve vision and mission
- Find solutions to problems
- Use different strategies



Follow

- Vision,
- Mission statement,
- Objectives, and
- Organisational structure as stated in Association Statutes and/or Constitution.

Review long-term performance

Find ways to expand the associations' work



GOVERNANCE GOALS

Short and Long Term Objectives

Work to achieve Association's
Vision and Mission

Solutions for problems

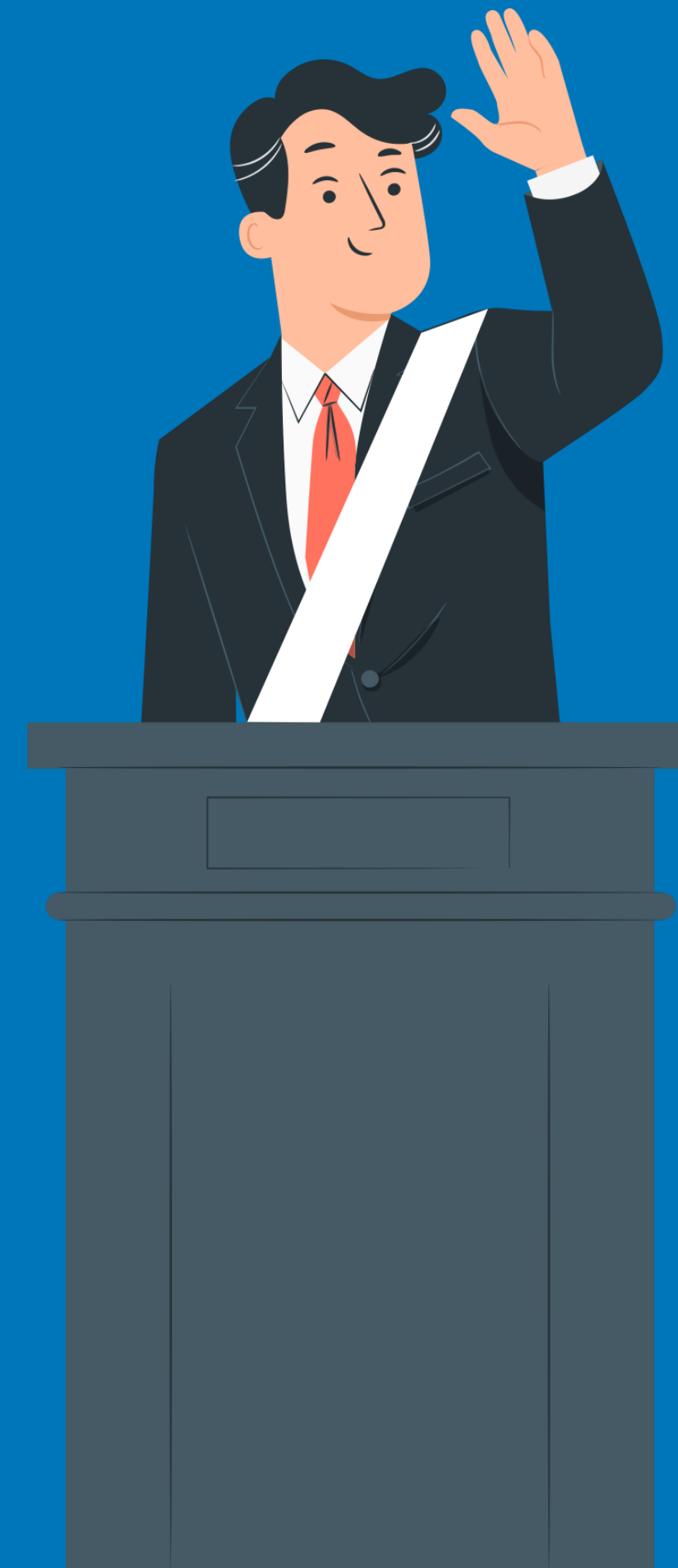
Use of different strategies

Good management will help
Association work toward goals

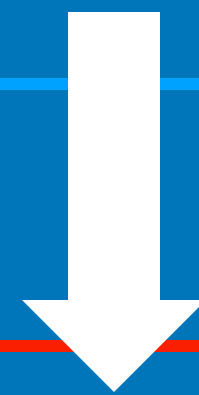


WHO IS RESPONSIBLE FOR GOOD GOVERNANCE?

The board is responsible to make sure that the organisation is following good governance



GOOD MANAGEMENT
AND GOVERNANCE



HELPS ASSOCIATION TO
WORK TOWARDS GOALS



GOOD GOVERNANCE REQUIRES

- Board members who can provide leadership and accountability
- Having governance policies in place
- Transparency in the organisation's work and practices
- Documenting information shared during meetings and financial information to be shared with members and the public
- Minutes of board meetings
- Follow local requirements

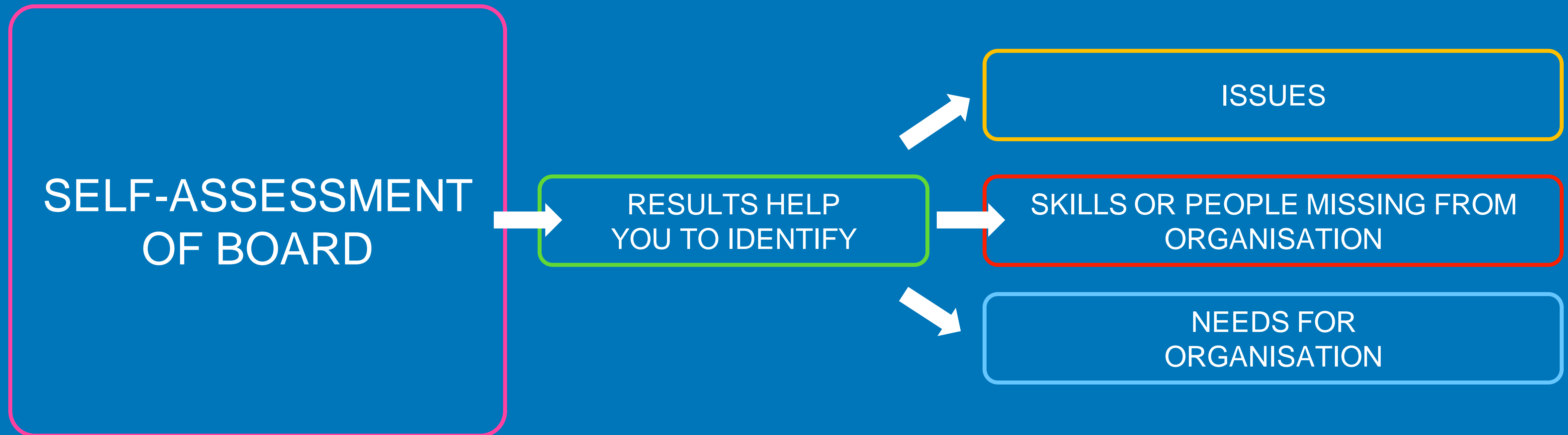


CONFLICT MANAGEMENT

- Use policies and talk with the board and staff about types of situations where conflict can happen
- Review all policies and ensure everyone understands them
- Provide a good orientation for new members



BOARD MANAGEMENT



EXAMPLE OF QUESTIONS:

THINK ABOUT YOUR OWN ROLE AND RESPONSIBILITIES
DOES EVERYONE HAVE SAME EXPECTATIONS ON HOW THE BOARD WORKS?

ACTIVITY 1: DISCUSSION

1. Does your board and organisation operate under a set of policies, procedures and guidelines with which all members are familiar?
2. Do your committees meet regularly?
3. Are board meetings well attended? How many members are interested and attend meetings?
4. Do your newly elected board members receive orientation and understand what is expected of their role?
5. Do your board members receive an agenda and other materials before meeting?



BOARD MANAGEMENT

TECHNICAL
SOLUTION



ADAPTIVE
SOLUTION

TECHNICAL SOLUTION

An expert knows the answer and the solution

ADAPTIVE SOLUTION

Humans change beliefs, values and behaviors

EXAMPLE 1: Your organisation has received a letter from Government which says that you are required to have an audit. You must hire an expert auditor to do this



EXAMPLE 1: Your organisation's financial receipts are not well organised. Your board must change their behaviour and organise things better

EXAMPLE 2: Your organisation is blamed for a crime. You must hire a lawyer to defend you.

EXAMPLE 2: Your organisation's board members always show up late to meetings and do not follow through with their tasks. To change this, they must improve themselves.

HOW TO CHANGE YOUR ORGANISATION WITH TECHNICAL METHOD

Find a volunteer or hire a person who is an expert in the topic you need

For example: Provide a service, compile an analysis, write a report, deliver a product



HOW TO CHANGE YOUR ORGANISATION WITH ADAPTIVE METHOD

Clear roles and responsibilities

Set policies and make sure all understand how to follow policies

Clear communication

Recruitment and training

Make clear action plans

DEMOCRATIC RULES

Follow democratic rules

Does not exclude participation by people because of their sex, or their ethnic or religious affiliation

Decision makers can be held responsible for their decisions and actions



Gender equity and equal ethnicity representation

Follow the organisation bylaws or constitution, as well as specific roles and responsibilities

Make meetings, project work and services available to anyone in the community and provide access to information to everyone

EFFECTIVE LEADERSHIP

A strong organisation requires effective leadership. That means:

1) Leadership is providing the vision and guidance in the organisation

3) Focuses on using strengths of organisation and staff, and manages weaknesses

5) Clear communication



2) Leading people to where they are supposed to be

4) Approaches problems or a situation the best way possible and finds a solution

6) Uses good values and ethics

TWO TYPES OF LEADERSHIP

Democratic:
Elected by the
people



Dictatorship:
Leader forces the
people

LEADERSHIP ARE SELECTED IN DIFFERENT WAYS

- Elections (e.g. Association President)
- Appointment (e.g. Director, Minister)
- Inheritance (e.g. King)
- By Force (impose themselves)
- Events (if there is a crisis, one person may emerge to try to solve the problem)



LEADERSHIP STYLE

LEADER	DICTATOR
Inspires confidence	Does not care
Respects others	Wants others to respect him/her
Listens to others	Does thing on his/her own
Shows example	Gives orders
Shares work with other members	Does not delegate work
A leader is cooperative	Doesn't cooperate with others
Transparent	Hides information



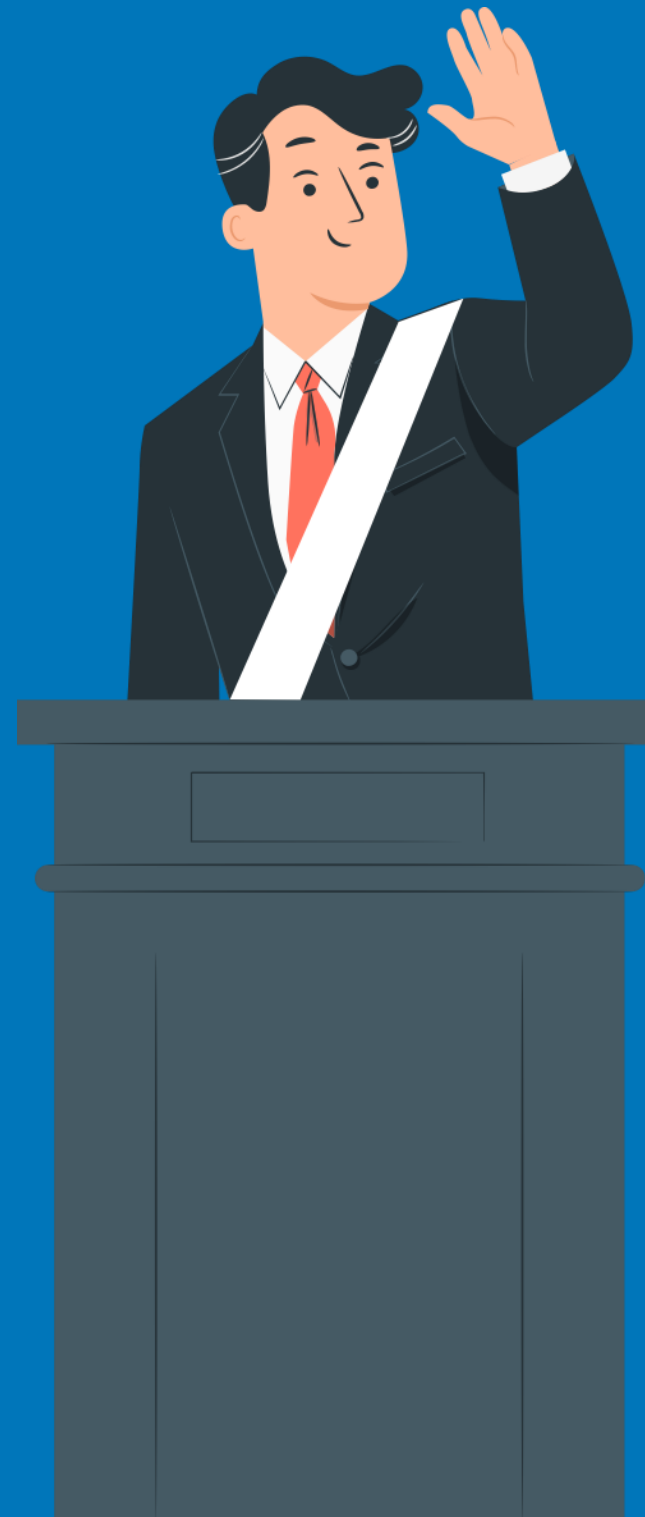
SUCCESSFUL LEADERSHIP

A strong organisation requires effective leadership. That means:

1. FOCUS ON STRENGTHS OF YOUR BOARD, STAFF AND ORGANISATION

- TALENTS
- KNOWLEDGE
- SKILLS

2. MANAGE AROUND WEAKNESSES OF YOUR BOARD, STAFF AND ORGANISATION



3. USE YOUR ETHICS

HELPS YOU TO BALANCE TRUTH, LOYALTY, AND WORK WITH INDIVIDUALS, GROUPS AND COMMUNITY

4. APPROACH PROBLEMS AND FIND SOLUTIONS

5. USE COMMUNICATION AS A TOOL TO INTERACT WITH EVERYONE INVOLVED

DEVELOPING LEADERSHIP: STRATEGIC LEADERSHIP

1. How will you plan to grow more leaders for the future? Will you train and encourage youth? Volunteers?
2. How will you make sure that your organisation will not collapse, but stay strong for 10, 20, 30+ years?
3. Do you need to plan to grow more leaders?



DEVELOPING LEADERSHIP: DEVELOPMENT

THINK ABOUT HOW TO IDENTIFY POTENTIAL LEADERS AND HOW TO SUPPORT THEIR GROWTH

- BEFORE ELECTION, LOOK FOR MEMBERS WHO CAN TAKE LEADERSHIP ROLES
- TRAIN MEMBERS
- PROVIDE YOUTH OPPORTUNITIES FOR DEVELOPMENT: YOUTH LEADERSHIP CAMP



ORGANISATIONAL MANAGEMENT

✓ Planning

✓ Organisation

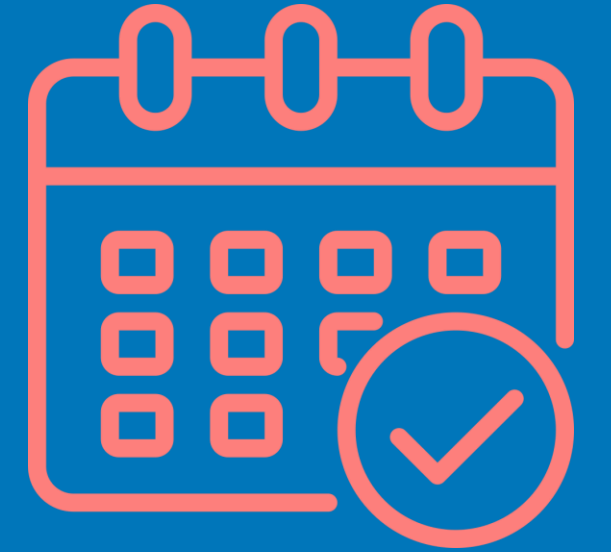
✓ Direction

✓ Evaluation

✓ Time management



PLANNING



What needs to be done and followed:

- **Program:** Design strategies to be followed to achieve NAD objectives
- **Schedule:** Make a time-table of when to start and finish an activity
- **Budget:** Plan what needs to be spent for
- **Forecast:** An estimate of what will happen by a certain time
- **Policy:** Make general guidelines, laws, regulations
- **Procedure:** Explain methods for following the policies

ORGANISING



Deciding how to organise:

- **Develop structures:** Identify and group the activities to be performed
- **Delegate:** Assign work, responsibility and authority so that workers can make full use of their abilities
- **Establish relationships** with your staff and board members
- **Encourage** cooperative efforts by people

DIRECTING AND MANAGING



Making sure all actions work toward the goal:

- **Recruiting:** See that a qualified person is selected for each position
- **Training:** Teach people how to fulfill their duties and responsibilities
- **Supervising:** Giving workers day-to-day instructions, guidance and discipline as required for them to fulfill their duties
- **Motivating:** Encourage workers to perform by fulfilling or appealing to their needs.
- **Listening:** Keep in mind that they are important for your organization.
- **Counseling:** Holding private discussion with a worker about how he might do better work, solve a personnel problem
- **Communicating:** Exchange information with workers, board about plans, progress and problems
- **Decide:** Make a judgment about a course of action to be taken

EVALUATION



Measure progress towards set objectives:

- **Set standards:** Deciding on acceptable levels of individual or group performance
- **Measure:** Check progress toward objectives through formal and informal reports
- **Correct:** Taking control action to correct an unfavorable trend

TIME MANAGEMENT



BE EFFECTIVE:

- Identify ways to control your time
- Prioritize your activities
- Recognize who and what wastes your time
- Do the right thing at the right time
- Control interruptions

GOALS AND TASKS:

- Decide what is important- set goals
- Prioritize the goals and set deadlines
- Breakdown each goal into tasks
- Schedule the tasks to time/month
- Write a new to do list
- Decide how much time to spend on one task

ACTIVITY



ACTIVITY



1. Choose a successful organisation in your community (local disability organisation, deaf women's organisation)
2. Examine their bylaws, policies, procedures and board structure
3. Discuss: Why this organisation has become so effective?

Analysing and documenting will help your organisation to determine what your organisation is missing

ACTIVITY: CONFLICT OF INTEREST



1. Examine your organisation activities and list the possible conflict of interest that could happen with the board members.
2. Role play what would happen if one of the board members disclosed that s/he had a conflict of interest.

DISCUSSION QUESTIONS



1. Is your organisation following good governance practices? Do you have policies in place to follow?
2. Is your organisation led by democratic rules where roles and positions are clear, and rules/policies are being followed?
3. Are your organisation's policies, information and actions transparent and open to members and the public?
4. Is the organisation being operated by leadership? What kind of leader?