

*Do you represent a small or rural charity? Would your board members like training & resources on how to improve reporting to Canada Revenue Agency?*

*Join us for a FREE session....*



## Building Capacity Among Small & Rural Charities: CRA Resources & Tools

### Topics include:

- Board Members' authority & accountability as the governing body of the charity
- What the treasurer does ...
- Respecting CRA guidelines with regard to the use of your resources: 3 areas of activity; due diligence of the Board in signing the documents; & implementing strategies to ensure compliance
- What does it matter? The impact of non-compliance
- Key practices for board consideration – activities match purposes; maintaining acceptable receipting practices; & advice on complex issues
- A Shoe Box checklist – do you have your important documents & information that are key to your organization's operations all together?

### SASKATOON

**Where** Room #204, Mamawopiwin Room  
Saskatoon Community Service Village  
506 25<sup>th</sup> Street East, Saskatoon, SK

**Date** Saturday, NOVEMBER 7, 2009

**Time** 1:00 pm – 3:00 pm

**Register/** Call 306-975-3477

**Info** Fax 306-244-0583

**Email** [volunteersaskatoon@unitedwaysaskatoon.ca](mailto:volunteersaskatoon@unitedwaysaskatoon.ca)

### REGINA

Community Room  
United Way of Regina  
1440 Scarth Street, Regina SK

Saturday, December 5, 2009

1:00 pm - 3:00 pm

Call Priya Singh 306-751-4750 ext 744

Fax 306-522-7199

**Email** [psingh@unitedwayregina.ca](mailto:psingh@unitedwayregina.ca)



Is a project of the Centre for Voluntary Sector Research and (CVSRD) [www.cvsrd.ca](http://www.cvsrd.ca) and is made possible with funding Government of Canada



Development from the



**Building Capacity Among Small & Rural Charities:  
CRA Resources & Tools**  
*- A free workshop -*

**REGISTRATION FORM**

**Space if limited – register early.**

Participant's Name: \_\_\_\_\_

Organization or Charity: \_\_\_\_\_

Role with Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**I will be attending the:**

**Saskatoon Session November 7, 2009**

**Regina Session Dec 5, 2009**

**November 7<sup>th</sup> session in SASKATOON**

**December 5<sup>th</sup> session in REGINA**

**Return to:**

Volunteer Saskatoon  
#100-506 25<sup>th</sup> Street East  
Saskatoon, SK  
S7K 4A7

**Return to:**

United Way of Regina  
1440 Scarth Street  
Regina, SK  
S4R 2E9

Phone: 306-975-3477 Fax: 306-244-0583  
Fax: 306-244-0583  
Email: [volunteersaskatoon@unitedwaysaskatoon.ca](mailto:volunteersaskatoon@unitedwaysaskatoon.ca)

Phone: 306-751-4750 ext 744  
Fax: 306-522-7199  
Email: [psingh@unitedwayregina.ca](mailto:psingh@unitedwayregina.ca)

For more information visit  
**The Charities File: On Board**  
[www.thecharitiesfile.ca](http://www.thecharitiesfile.ca)





Join us for two great Board Development sessions on **Saturday, December 5<sup>th</sup>**! United Way of Regina is presenting **Board Basics: Role of the Board** from 10:00 am – 12:00pm, and from 1:00pm – 3:00pm we are hosting a Charities File: On Board session **Building Capacity Among Small & Rural Charities: CRA Resources & Tools**. Consider joining us for both of these sessions. Details and registration forms are attached. A light lunch is included for those that register for both sessions.

### **Board Basics: ROLE OF THE BOARD**

Board Members are committed to their organizations and bring many skills and abilities to their role. Having clear expectations of the roles & responsibilities of being on a board contributes to the capacity of the organization. Being on a board presents many opportunities as well as challenges. This workshop will examine the Roles & Responsibilities of a Board Member in relation to:

- visioning & planning,
- finances,
- human resources,
- organizational operations, and
- Community engagement/relations.

The mandatory role of the board is based on the minimum legal requirements for all board members. Come and learn about these requirements as well as guidelines for minimizing the risks of personal liability.

Facilitated by **Corinne Bokitch, BSW, M.Ad.Ed.** is the President & CEO of CBSolutions (Capacity Building Solutions) providing leadership, organizational effectiveness, human resource management, executive transition and coaching, and project management to community-based organizations (CBOs), and those working with CBOs. Corinne has over twenty five – (25) years in the sector as an executive director, member of non-profit boards and as a volunteer.

**Cost: \$20.00**

A light lunch is included for those that register for both the morning and afternoon sessions.

**Where:** United Way of Regina 1440 Scarth Street, Regina, SK  
Community Room (Free parking beside the building)

**Date:** Saturday, December 5, 2009

**Time:** 10:00am - 12:00pm

**Register;** Call: 306-751-4750 ext 744

Email: [psingh@unitedwayregina.ca](mailto:psingh@unitedwayregina.ca)

Please see the following page for more information on similar sessions being offered in Saskatoon.



Join us for two great Board Development sessions on **Saturday, November 7<sup>th</sup>**!

Volunteer Saskatoon is presenting **Board Basics: Roles & Responsibilities, Leadership & Effective Skills** from 9:00 am – 12:00pm, and from 1:00pm – 3:00pm we are hosting a **Charities File: On Board session Building Capacity Among Small & Rural Charities: CRA Resources & Tools**. Consider joining us for both of these sessions. Details and registration forms are attached. A light lunch is included for those that register for both sessions.

**Board Basics: Roles & Responsibilities, Leadership and Strategies for Success**

Understand the key roles and responsibilities of the non-profit Board, the leadership role through planning for the future; recognize the importance of Board self-management and some key strategies that can lead to success. A great workshop for new and experienced Board Members, non-profit Executive Directors and their staff.

Facilitated by Trevor Batters, B.Comm, MBA, CGA, Associate Director, Financial Reporting, U of S. Trevor's passion for board governance comes from his service with CGA Association Board, Friends of the Broadway Theatre Board, and the University of Saskatchewan Faculty Club Board where he currently sits as President.

This session will take place Saturday, November 7 from 9:00am -12:00pm.  
There will be a cost for this session, and it will include a lunch.  
Volunteer Saskatoon members \$40  
Non Members \$60

**Where:** 506 25<sup>th</sup> Street East, Saskatoon, SK  
Room 204 in the Saskatoon Community Service Village  
**Date:** Saturday, November 7, 2009  
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