

To: NCRA/ANREC Member Station President/Board of Directors  
From: NCRA/ANREC Executive Director Barry Rooke  
Date: October 8, 2019



Re: New monthly training for best practice in governance

Hello NCRA/ANREC Member Station President and/or Board of Directors

In June of 2018, the NCRA/ANREC released a [Board of Director's Handbook](#) that is about 30 pages long outlining the expectations of a person who takes on the role of a Board of Directors at one of our stations. It goes through regulatory requirements, non-profit regulations, best practices, and information about the sector.

We highly encourage you to be using this as a key tool for your station when new board members join (It might also be great for new staff).

A graphic with a teal background and white text. The main title is 'NCRA/ANREC Board of Directors Monthly Micro Training Course'. Below the title, it says 'regulatory requirements, non-profit regulations, best practice, and information about the sector'. At the bottom left, it says 'ONLY 5-15 MINUTES A MONTH!'. On the right, there is a hand icon pointing to a circular inset containing the NCRA-ANREC logo.

**NCRA/ANREC Board of Directors Monthly Micro Training Course**

regulatory requirements, non-profit regulations, best practice, and information about the sector

**ONLY 5-15 MINUTES A MONTH!**

In addition, the NCRA/ANREC staff have developed a micro training course under the new [NCRA/ANREC Training system](#). This course is designed as a monthly assignment that each board member is to take in advance of a local board meeting. The idea is that it will help to make sure all of your board members understand the role of being on the board and foster positive board actions and learning.

This is how it works:

- 1) Sign up individually by clicking this link, or have a station representative email [barry@ncra.ca](mailto:barry@ncra.ca) asking for station-wide access to sign-up and manage your own members.
- 2) Each month the NCRA/ANREC will release a new training course, that is somewhere between 5 and 15 minutes in length. Your board members would be expected to complete that training before your next board meeting. Each station monitors the process internally. After 12 months, the training system will repeat.

That is it! As long as you are a member in good standing, you have access to this for your board. The course schedule is as follows.

<b>Topic</b>	<b>Release for Members Date</b>
Mission Vision Values	October
Roles and Duties	November
Committees & AGM	December
Non-Profit Regulations	January
Communications Systems and Structures	February
Budget & Finances	March
Succession Planning & Recruitment	April
Reports & Minutes	May
Human Rights	June
Insurance, Benefits, and Staff	July
Assessment of Board and Staff	August
Regulatory Environment - Annual Returns	September

Our goal is to have all stations using this, for all of their board members. This would increase the knowledge at the board level in our sector by an incredible amount: reducing conflict and strengthening the governance of every station. We hope you participate

In addition to the Board Training, those who are signed up for the training will get access to the NCRA/ANREC Training Catalogue.

This project is supported by funding from the Community Radio Fund of Canada.

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