

Foundations of Board Leadership and Mentor Program for people with a disability

Frequently Asked Questions

Below are responses to questions about the **Foundations of Board Leadership and Mentoring Program**.

If your question is not covered, please contact Leadership Victoria on 03 9651 6590 or info@leadershipvictoria.org, <info@leadershipvictoria.org>

1. When will the Foundations of Board Leadership and Mentoring Program be held?

The Foundations of Board Leadership and Mentoring Program will be held from 10.30am – 3.30pm on:

Day 1: Monday 13th May 2019

Day 2: Monday 3rd June 2019

Day 3: Monday 24th June 2019

Day 4: Monday 15th July 2019

If you choose to be matched with a mentor, you will also attend a session to commence the mentor program and meet your mentor from 4:30-8:00pm on 11 June 2019.

2. Where will the Foundations of Board Leadership and Mentoring Program be held?

The Foundations of Board Leadership and Mentoring Program will be held at Jasper Hotel

489 Elizabeth St

Melbourne 3000

3. Is there a program fee?

There is no fee. The Foundations of Board Leadership and Mentoring Program is free to attend. However, places are limited so people do need to apply for this program.

4. Will access support be provided?

Yes. Access and support to enable your full participation is available. You need to let us know what support you require when you fill in your application form.

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5. What topics will be covered in the Foundations of Board Leadership and Mentoring Program?

The Foundations of Board Leadership and Mentoring Program will cover the following topics:

Good Governance:

- The expectations of each role at the board table, the format of board meetings; good governance and governance processes
- Understanding the requirements for board members in legal compliance
- What questions to ask the board and what actions board members should take
- Stakeholder management skills including communication, decision making and conflict management
- Identifying what is good governance and best practice, and the barriers and challenges to fulfilling your board role
- Develop an understanding of the leadership component of being a board member, including: relationships, communication, decision making, and ethics.

Vision, Mission and Strategy:

- Aligning strategy with vision and mission
- Strategic planning frameworks
- The role of the board in developing, operationalizing and monitoring strategy

Financial Oversight:

- Understanding financial statements
- The role of the board member in monitoring financial performance

Managing Risk:

- Exploring a risk management framework
- The board's role in managing and monitoring risk

6. What is the Mentor Program?

As part of the Board Leadership and Mentoring Program, participants can choose to be matched with a mentor.

Mentors support and encourage participants to develop their skills, and become the leader they want to be to achieve their goals as a board member.

The mentor will be an experienced board member who can provide additional support and development as you learn about being a board member in the

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program. The mentor program continues until December, so your mentor can also provide additional support after the program while you may be looking for or starting a board role.

Mentoring begins in the middle of the program, with an induction session and your first meeting with your mentor. You would then be expected to arrange monthly meetings with your mentor at an agreed time.

The mentoring finishes in December with a final program session for those who have chosen to have a mentor.

7. Do I have to have a mentor?

You do not have to have a mentor. It is your choice as to whether a mentor would be helpful for you, and if you are able to commit to meeting monthly with your mentor.

8. When does the mentor program end?

You will meet monthly with your mentor from June to December. The mentor program ends with a final program session – date to be confirmed.

9. Am I eligible to apply for the Foundations of Board Leadership and Mentoring Program?

The Foundations of Board Leadership and Mentoring Program is for people with disability who:

- Have some leadership or relevant experience and are ready to develop their leadership and board skills further to become “board ready”.
- Can commit to attending all the program sessions
- Can commit to doing all the program requirements
- Live in Victoria now

10. What leadership or other experience do I need to apply for the Disability Board Leadership and Mentoring Program?

Examples of current or previous leadership or other experience for this program include:

- Participating on the board or committee of management of a community organisation
- Holding a leadership role or position of responsibility in a community group or at work

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11. Do I need a qualification to apply for the Foundations of Board Leadership and Mentoring Program?

No, you do not need to have a qualification.

12. Do I need to be working to apply for the Foundations of Board Leadership and Mentoring Program?

No, you do not need to be working or in paid employment.

13. Do I need to attend the Benefits of the Board Seminar before applying for the Foundations of Board Leadership and Mentoring Program?

No, you do not need to attend the Benefits of the Board Seminar before applying for the Board Leadership & Mentoring Program.

14. Can I register for the Benefits of the Board Seminar and apply for the Board Leadership and Mentoring Program?

Yes, you can register for the Benefits of the Board Seminar (if there are places still available) and apply for the Board Leadership and Mentoring Program.

15. Is the on-line application form available in other formats?

Yes, you can use a word version or download a pdf version of the application form.

For assistance, contact Leadership Victoria by phone: 03 9651 6590 or email: info@leadershipvictoria.org <info@leadershipvictoria.org>

16. Can I send my application by email?

Yes, if you are unable to complete your application online, you can submit it by email to info@leadershipvictoria.org <info@leadershipvictoria.org>

17. Can I complete my application in hard copy?

Yes, if you are unable to complete your application online, you can complete it in hard copy and send by post to Leadership Victoria, Level 2, Old Treasury Building, Spring Street, Melbourne, Victoria, 3000.

18. What should be included in the letter of support?

The letter of support should be from someone in a professional or community leadership role who knows you and can confirm your:

- leadership or other achievements
- experience and capability
- suitability to do this program
- potential to be board member

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19. Is there an interview process?

If you have applied for the Foundations of Board Leadership and Mentoring Program, we may contact you to discuss your application. We may also contact your referee or the person who wrote your letter of support.

20. Will everyone who applies for the Foundations of Board Leadership and Mentoring Program be accepted?

Applicants will be selected based on their suitability for the program and the number of places available. Some people who apply may not receive a place in the program.

21. How will I know if I receive a place in the program?

We will contact all applicants by 26 April and let them know whether or not they have received a place in the program.

22. Can I get feedback if my application is not successful?

Yes, you can contact us for feedback about your application.

23. Who do I contact if I need more information or help with my application?

If you have questions about the program or need help with your application, contact Leadership Victoria by phone: 03 9651 6590 or email: info@leadershipvictoria.org, <info@leadershipvictoria.org>

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