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Centre for Governance Studies in Nonprofits

A joint initiative of
Entrepreneurship Development Institute of India and Janvikas

Announces

Capacity Building Programme

on

NGO Governance

December 2008 - November 2009
(Beginning from December 15, 2008)

Introduction

NGOs are registered in various forms. The difference is in the method of Governance and accountability to government and public stakeholders. As the conception of work and setting up of organizations is for a social purpose and it raises or receives public money to spend on social purposes for which it receives exemption from tax authorities the need for accountability to the public is even greater.

Every organization would realize that unless it nurtures good governance, it would be difficult to sustain its growth in the long run. As the organization grows the need to engage with the Governing Board in a planned and meaningful manner increases. Governance being largely anchored with the Board it is important that the Board receives accurate, timely and vital information to enable informed decisions in an efficient and effective manner

CGS has been advocating for the role of a "Governance Officer" in NGOs in the same way there are company secretaries in Companies. The "governance officer" anchors the responsibility of governance and prepares the information system for the Board. A role that could be performed by an administrative or finance personnel of an NGO as a part of existing responsibilities or as an exclusive identity depending on the size and scope of the organization.

Bearing in mind this need, the Centre for Governance Studies *in Nonprofits* (CGS) announces the Capacity Building Programme on NGO Governance - 2008-09.

Objective

The objective of the programme is two-fold:
1. Build the capacity of one individual from an NGO to enable him / her to anchor the role of Governance in the organization and through him/her.
2. Help strengthen governance systems of the organization with ongoing support from CGS during the programme period

Eligible Organizations

Mid size to large NGOs must nominate one staff member who is minimum a graduate and is involved in managing administrative / financial functions over the last 2 years in the organization.

Programme Structure

The one-year programme is a partnership of CGS with NGOs and comprises the following activities:

1. CGS would train one staff member nominated by the NGO on the following modules over 20 training days:

	Module	Dates
I	NGO Governance: The Context and Rationale	Dec 15-20, 2008
II	NGO Governance: The Technical Aspects	Feb 1-8, 2009
III	NGO Governance: Effective Board Functioning	May 11-16, 2009 (tentative)

The training modules will have conceptual inputs, group work, individual reflection and application of learning to work situations. There will be inter-module assignments that would require a time commitment of 21 days within the organization of participants.

2. CGS would offer onsite support for at least 5 days (maximum two visits) of the year to each NGO. This would include preparing for a board meeting and installing information systems, where necessary. This may be extended on a mutually agreeable basis, post the programme.

3. CGS will make available a manual with necessary formats to serve as a guide for programme related processes and will also help customize it.

4. CGS will offer online consulting and onsite troubleshooting for partners during the one year of the programme.

Course Outline
Module I: NGO Governance: The Context and Rationale (6 days)
- Designing a democratic process in the NGO context
- Non Profit Law: Its relevance for Good Governance practices
- Constructing an ideal Board
- Building the identity of the Governance Officer

Module 2: NGO Governance: The Technical aspects (8 days)
- Legal and Statutory Compliance
- Finance in NGO Governance
- Labour Law: Its Application for NGOs
- Communication for Governance
- Board Member's participation in various internal fora
- Transparency for Good Governance: Making Information Public

Module 3: NGO Governance: Effective Board Functioning (6 days)
- Ensuring Effectiveness in Board Meetings

Programme Fee
The programme fee being charged is Rs. 25000/- for the entire duration. This includes food and accommodation at the venue during the three modules. Travel costs are to be borne by participating NGOs.

Programme Venue
The programme venue will be intimated after shortlisting of applications.

Certification
Participants shall be awarded a certificate of accomplishment, on completion of all the stipulated requirements of the course.

Key Resource Persons for the Programme

Mr. Gagan Sethi	Vice President, Centre for Social Justice and Founder Member, Janvikas
Dr. Dinesh Awasthi	Director, EDI, India
Ms. Nandini Narula	Chair, Human and Institutional Development Resource Centre, Janvikas
Ms.Aarti Madhusudan	Governance Counts, an initiative on NGO Board Development
Dr. Hafez Dalal	Chartered Accountant to several leading NGOs
Mr. P K Das	Consultant to several leading NGOs (previously Governance Officer, Janvikas)

Coordinating Team Centre for Governance Studies

Mr. Mohan Krishna	Team Leader,
Dr. Subhransu Tripathy	Research Team Member

About CGS
CGS is a joint initiative of Janvikas and the Entrepreneurship Development Institute of India (EDI) located on EDI campus. EDI is an internationally recognized research and training institute for entrepreneurship and NGO management. Janvikas is a leading NGO that has been at the forefront of developmental initiatives in Gujarat. It has contributed to the development of the social sector through its human and institutional development work and policy contributions at the national level. The CGS mandate is to contribute to the knowledge and practice of good governance in the NGO sector.
Deadline for application: November 15, 2008

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