

A Guide to your Board's engagement with the Resources provided for "Developing, implementing and evaluating a Board Governance Formation Plan" Recorded on March 5, 2021

This resource is provided to assist Ministry Boards in their approach to establishing a Board Governance Formation Plan. Feedback from the 3 ministries represented at the seminar encouraged us to develop this Resource Guide as a 'user friendly' resource. Those Boards which already have a Board Formation Plan may also find the resource helpful if a review of the existing Board Formation Plan is being undertaken as part of the Board's broader Strategic Plan.

The recording of the March 5 seminar can be considered in four (4) parts. The content of Parts 1, 3 and 4 are summarized in the ppt's provided:

- **Part 1:** A Case Study on the approach *Mercy Health* took in developing, implementing and evaluating their Board Formation Plan (Virginia Bourke, Chair of *Mercy Health* – approx. 35 mins)
- **Part 2:** Questions and conversation arising from Virginia's presentation (approx. 30 minutes, view from 00:35:36)
- **Part 3:** Consideration of practical aspects of Board Formation planning such as policies, procedures, adult learning styles, budgeting, record keeping, sharing what has been learned, tools for evaluating programs (Annette Schneider rsm – approx. 45 mins, conversational style, view from 1:03:30)
- **Part 4:** Overview of the 'Formation component' required in the documentation to go to Rome from ISMAPNG, seeking the establishment of *Mercy Ministry Companions* (Jonathan Campton – approx. 15 minutes, view from 1:49:19)

Resources provided for the seminar participants and included in this Resource package:

- 📄 Ppt slides from Virginia Bourke
- 📄 Ppt slides from Annette Schneider rsm
- 📄 Ppt slides from Jonathan Campton
- 📄 *Mercy Health Board Formation Framework 2020*
- 📄 *ISMAPNG Governance Formation Schema (2020)*

Additional resources now provided in response to discussion during the seminar

- 📄 Vimeo recording of the seminar <https://vimeo.com/524133560/8495fa0f7b>
- 📄 AICD Principles of good governance (in response to a participant's request for a copy) <https://aicd.companydirectors.com.au/-/media/resources/director-resource-centre/governance-and-director-issues/guiding-principles-of-good-corporate-governance.ashx>
- 📄 *Mercy Partners Partners in Mission Book 2 'Leadership succession'* (in response to a participant's query about the 'Mercy skills' component of a Board skills matrix) http://www.mercypartners.org.au/files/file/publications/PartnersInMission/Partners_in_Mission_Volume_2_edn1_FNL-digital.pdf

Some ways of engaging with Board Governance Formation resources in general

We encourage each Board to have a Standing Agenda item for Board Formation so that the importance of this is recognized and that each Board meeting has some formation component.

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Formation can happen in a range of ways:

1. As part of the Board meeting Agenda. e.g. some brief input on a topic, followed by discussion; sharing of what has been learned from any formation events in which Directors, Senior Leaders or Board officials have participated since the previous Board meeting etc;
2. The theme for the Board formation input could be linked to the theme of the Prayer and Reflection at the start of the meeting;
3. As part of a Board retreat or reflection day;
4. As part of the Board discussion, enriched by some pre-reading beforehand such as an article included in the Board meeting papers, or previewing of a video clip. Both could be accompanied by 1 or 2 focus questions for reflection and then sharing at the Board meeting;
5. An invitation to an external presenter who can attend in person or via Zoom, providing some stimulus for the Board's discussion on the topic of Board Formation in general or a particular aspect of Board Formation;
6. Other ways which will be effective for your Ministry Board.

Those responsible for overseeing the Board's Governance Formation Plan are invited to view the resources provided for this topic and then decide how best to use them. Some suggestions for consideration follow:

Using Part 1 (view from beginning of video)

Provide Board members and other Board officials, as appropriate, with the Mercy Health Board Formation Framework 2020, ppt slides and the ISMAPNG Governance Formation Schema as pre-reading.

Show the video presentation from Virginia Bourke and invite conversation about ways in which Mercy Health's experience of their journey can assist your Ministry Board in developing its Plan.

Note: some key points made by Virginia include:

- ✚ The importance of using the Governance Formation Schema as the starting point
- ✚ The importance of the Board grappling with naming the characteristics and expression of the Mission prior to developing a new Strategic Plan
- ✚ If the Strategic Plan is current, the characteristics of the Mission should be mapped against the Strategic goals
- ✚ At the end of each meeting, the Board should reflect upon how the decisions made reflect the characteristics of the Mission.

Using Part 2 (view from 00:35:36)

Give the Board members an overview of the questions raised following Virginia' Bourke's presentation and suggest that the clip be viewed as a follow up outside the meeting.

(Note: depending on the time allocated for Board Formation at a particular meeting or retreat day, Parts 1 and 2 can be considered together)

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Using Part 3 (view from 1:03:30)

Introduce this by providing the ppt slides as pre-reading for a Board meeting. Directors can be asked to reflect on the questions posed on the slides and be ready to share their thoughts.

Show the video clip of Annette Schneider's presentation and invite Directors to engage with the questions under discussion in the video clip.

Using Part 4 (view from 1:49:19)

As a pontifical Ministerial Public Juridic Person (MPJP), approval has to be asked of Rome, via CICLSAL, for the canonical entity, *Mercy Ministry Companions*, to be established.

Sr Mary Wright ibvm, the Canon lawyer advising ISMAPNG during the preparation of the required documentation, outlined what Rome would be looking for in the document with regard to Governance Formation, both for Trustees and for Ministry Boards. Mary's advice is based on her experience of working within CICLSAL in Rome for many years.

Provide Directors and Board officials, as appropriate, with the ppt slides as pre-reading. Show the video clip presentation by Jonathan Campton and invite some conversation.

It is important for Boards to know that the Trustees of Mercy Ministry Companions will be working with Boards on their Governance Formation Planning, building on what the current ISMAPNG Governance Formation Coordinator, Annette Schneider rsm, has been doing since July 2019.

If you would value further assistance with your exploration of this important areas of developing, implementing and evaluating your Board's Formation Plan you are most welcome to contact me at annette.schneider@ismapng.org.au

An additional formation offering being planned to supplement this resource

A suggestion was made by participants on March 5 that we offer a short Zoom session which focuses on the 'evaluation tools' which can be used effectively by Boards when they review particular formation programs or the Board Formation Plan more broadly. This will be taken up and advertised across all ministries as soon as details are finalized.

The Ministry Governance unit hopes this resource is helpful and would appreciate any feedback you can provide which would make the resource even more effective.

Annette Schneider rsm
ISMAPNG Governance Formation Coordinator

March 17, 2021.