

Governance

MJSP provides clients with advice and support in establishing Board and Corporate Governance processes including:

- ▶ Establishing and maintaining Boards;
- ▶ Board practices and protocols including performance monitoring, role clarification and evaluation and Board review; and
- ▶ Review and development of Constitution and Rules.

Board of Directors Advisory Service

MJSP can also provide an organisation with immediate telephone or email advice relating to general governance issues or to any of the policies contained in the Board of Directors Governance Procedure Manual. This service includes:

- ▶ Access by the organisation's Chairperson, CEO and Board Members to a dedicated MJSP Partner with specialist knowledge and experience in the provision of governance advice;
- ▶ Telephone or email advice on all governance matters, including interpretation or application of the Constitution and Rules as well as policies within the Board Procedure Manual. For example:
- ▶ Performance Management;
- ▶ Delegations of Authority;
- ▶ Conflict of Interest; and
- ▶ Quick turnaround time on any call /email.

Board of Directors Governance Procedure Manual

The Board of Directors Governance Procedure Manual provides the Board, its Chairperson and Chief Executive Officer with a set of agreed policies and procedures to assist in establishing a governance framework and guidelines for effectively managing the authority, operations and delegations of the Board. The manual provides the Board with operational procedures that bring its Constitution and Rules into practical execution.

Governance Workshops

MJSP have developed a number of half and full day workshops (and related services) on a range of Board governance issues, including:

- ▶ Developing a new Constitution and Rules;
- ▶ Introduction to Good Governance;
- ▶ Managing Conflict and Internal Dispute Resolution;
- ▶ Delegations of Authority;
- ▶ Strategic Planning;
- ▶ Roles of Board Members;
- ▶ Policy Development;
- ▶ Implementing a Procedure Manual;
- ▶ Board Performance Appraisal;
- ▶ Board Member Induction Program;
- ▶ CEO Performance Management and Evaluation;

- ▶ Board Meeting Procedure and Management;
- ▶ Role of CEO and Relationship to the Board; and
- ▶ Conflicts of Interest and Fiduciary Responsibility.

Board of Directors Companion

The role and scope of accountabilities for Boards have increased dramatically over the last five (5) years or so. With greater scrutiny on Directors and with organisations growing much larger, Directors are expected to do more with less.

The adoption of a 'Board Companion' concept and service framework provides Boards with a cost effective resource to assist in managing this dynamic. The appointment of a qualified, experienced and independent Board Companion provides Boards with the resource or resources to fulfil their growing and /or emerging responsibilities.

Board of Directors Performance Review

MJSP can assist with the development and implementation of a Board of Directors Performance Planning and Review Process. This initiative provides the Board with clear expectations on performance and an agreed process to review performance and set goals for the planning period.

CEO Performance Review

CEO Performance Planning and Review provides a periodic structured discussion between the Board of Directors and the CEO about performance. The process facilitates the formal setting of targets and goals with the foundation being the organisation's strategic planning framework.