



Certified Community Director

Study online, on your own
time and at your own pace.





Overview

Who is this course for?

Certified Community Director is a seven-unit micro-credential for community board members and for those who aspire to sit on a community board.

How is the course delivered?

The entire course is delivered through a learning management system, meaning you can study on your own time and at your own pace.

What will I learn and what credentials will I achieve?

There are seven micro-credentials in this course. You can complete all seven units to earn the credential of **Certified Community Director** or pick and choose the units you would like to complete.

Unit 1: Governance Foundations

Unit 2: Understand and cultivate culture through recruitment

Unit 3: Strategic planning and change management

Unit 4: Managing your funds

Unit 5: Effective communication for board members

Unit 6: Conflict resolution and negotiation techniques for boards

Unit 7: Finding funds

How much does it cost?

The cost for unit 1 of this course is \$290.00 (inc GST).

Units 2-7 cost \$140.00 (inc GST) each.

Purchase all 7 units at once and receive the final unit free, cost \$990.00 (inc GST).

Get started here:
**[communitydirectors.com.au/training/
certified-community-director](https://communitydirectors.com.au/training/certified-community-director)**



Unit 1: Governance Foundations



This unit provides an introduction to community sector governance, including the roles and responsibilities of a board member, legal structures, board meetings and the constitution.

This is the first of seven units in this self-paced course. Complete all seven to become a Certified Community Director.

This course takes an average of two hours to complete.

Unit content:

- Course introduction
- Introduction to the not-for-profit sector
- What is governance?
- The difference between governance and management
- The roles and responsibilities of the board
- Ensuring legal and financial compliance and accountability
- NFP and community group legal structures
- The constitution
- Meetings and decision-making
- Further resources and conclusion



Unit 2:

Understand and cultivate culture through recruitment



This unit provides an introduction to understanding the impact of external and internal factors that influence board and organisational culture as well as strategies for successful recruitment for CEOs and board members.

This is the first of seven units in this self-paced course. Complete all seven to become a Certified Community Director.

This course takes an average of two hours to complete.

Unit content:

- Course introduction
- What is culture?
- Understanding culture
- Cultural diversity and safety
- Cultural influences
- Introduction to recruitment
- Do you need a CEO?
- Recruiting for culture
- Selection process and onboarding
- Board recruitment
- Further resources and conclusion



Unit 3: Strategic planning and change management



This unit introduces the need for and advice on strategic planning for the board as well as frameworks for managing change in the organisation.

This is the first of seven units in this self-paced course. Complete all seven to become a Certified Community Director.

This course takes an average of 1.5 hours to complete.

Unit content:

- Course introduction
- What is strategic planning?
- Involving stakeholders
- Role of the board in strategic planning
- Developing strategic objectives
- Implementation and monitoring
- Introduction to change management
- Types of organisational change
- Models of change
- Role of the board in managing change
- Further resources and conclusion



Unit 4:

Managing your funds



This unit provides an introduction to the key financial responsibilities of not-for-profit board members, including an overview of the main finance reports.

This is the first of seven units in this self-paced course. Complete all seven to become a Certified Community Director.

This course takes an average of 1.5 hours to complete.

Unit content:

- Course introduction
- Financial responsibilities of the board
- Understanding key finance reports
- Financial planning and monitoring
- Accounting systems
- Avoiding insolvency
- Further resources and conclusion



Unit 5: Effective communication for board members



This unit provides an introduction to communication strategies that boards can consider when sharing information, updates, and advocacy with internal and external stakeholders.

This is the first of seven units in this self-paced course. Complete all seven to become a Certified Community Director.

This course takes an average of 1.5 hours to complete.

Unit content:

- Course introduction
- Create an elevator pitch
- Communicate effectively as a board
- Who speaks when and why?
- Explore communication scenarios
- Stakeholder engagement
- Develop a communication strategy
- Further resources and conclusion



Unit 6:

Conflict resolution and negotiation techniques for boards



This unit introduces reasons for and impacts of conflict within the board and across the organisation as well as techniques and strategies for negotiation and resolution.

This is the first of seven units in this self-paced course. Complete all seven to become a Certified Community Director.

This course takes an average of 1.5 hours to complete.

Unit content:

- Course introduction
- What is conflict and how can it impact groups
- Responses to conflict
- Managing conflict
- Understand when to negotiate
- Negotiation process
- Test your knowledge
- Further resources and conclusion



Unit 7: Finding funds



This unit introduces the seven pillars of funding for not-for-profit organisations and provides advice on effective fundraising strategies.

This is the first of seven units in this self-paced course. Complete all seven to become a Certified Community Director.

This course takes an average of 1.5 hours to complete.

Unit content:

- Course introduction
- Plan to find funding
- Prepare your case for funding
- Develop a funding strategy
- Further resources and conclusion



Get started

Get started on the
Certified Community Director course:
**[communitydirectors.com.au/training/
certified-community-director](https://communitydirectors.com.au/training/certified-community-director)**

The Institute of Community Directors Australia is the best-practice governance network for the members of Australian not-for-profit and government boards and committees, and the senior staff who work alongside them – providing training, ideas and advice for community leaders.

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