



# Governance Professional Series

- Become an effective board or committee member
- Fully flexible digital-first online course
- Suitable for total beginners and new directors

# Feel confident and ready for your role on the board

This Governance Professional Series course will provide you with the basics you need to feel confident and prepared for your position as a director. From the concept of governance to the details of the activities and responsibilities you'll take on, this course is an overview of basics that all board members in Australia have in common.

It's a bit different to some other courses you might have completed. It's designed to answer the most urgent and important questions you have about directorship. Questions you're probably asking people already (or Googling) about being on a board. Instead of having to put things together from separate topics ('Law', 'Ethics', 'Procedures', etc.), you get the answers you need in a more practical format. It's a different way of doing things, but we reckon you'll love it.

## What does the course cover?

- **Governance Essentials**
- **Strategy and Risk**
- **Finance for Non-Finance People**

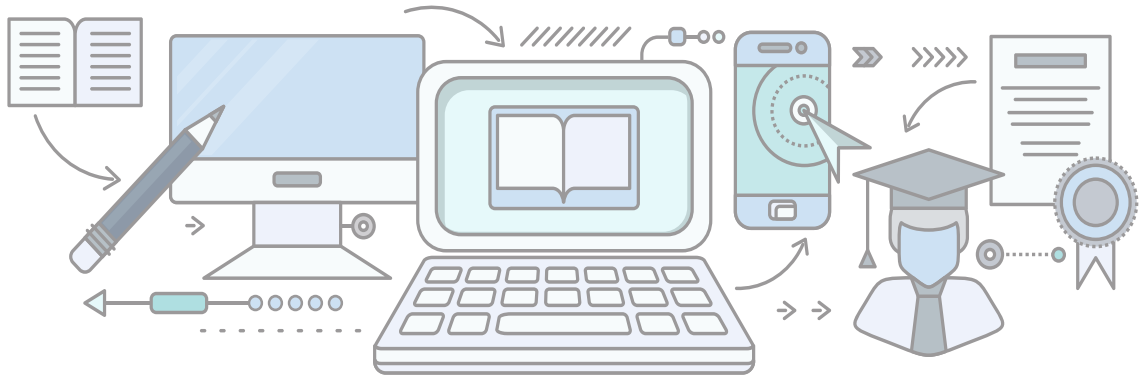
## Key benefits

### Digital-first governance course

This isn't just an adaptation of a classroom course. It's made specifically for online learning. Do the whole course from your phone, tablet or laptop, wherever you are. Enjoy interactive multimedia lessons that really let you explore the topics organically and learn at your own pace.

### Exclusive insights from experienced directors

This unique course has been reviewed and edited by leading subject matter experts and governance professionals. You'll also get exclusive bite-sized interviews with experienced directors from a variety of different board backgrounds, from community clubs to international corporations.



## Study online. With a difference.

This course has been developed to give you absolute flexibility. Study on your couch, on public transport, on your break at work, out in the park – wherever and whenever you like. The best part is, with Monarch Institute, ‘online’ doesn’t mean ‘alone’. You’ll be backed by our team at every step along the way.

You’ll get:

- Easy-to-follow course materials
- Exclusive insight and interviews with experienced directors
- Phone and email support if you need it

## What is the course structure?

This course is delivered completely online. This means you’ll access your learning and assessment resources using an online portal. You can access this anywhere and anytime.

You’ll need to study a total of 3 modules to get your completion certificate.

## What is the course duration?

There’s no minimum or maximum time frame. You can complete this course as fast or as slow as you like (within a 1 year period). We recommend getting through it within a few months so the knowledge is fresh in your mind for the assessment. To do this, you’ll need to set aside about two hours per week. Your completion time frame depends on your previous education, work experience, time availability and work rate.

## What are the entry requirements?

There are no entry requirements for this certificate. It is an introductory course that’s suitable for new/potential board members from all different backgrounds. However, it helps if you:

- are an independent learner who likes to do things at your own pace
- are motivated to learn about governance
- have basic computer skills

## Course costs

**Monarch’s courses are competitively priced.**

Check our website for the most up-to-date prices at [www.monarch.edu.au/courses](http://www.monarch.edu.au/courses) or call us on 1300 738 955.

# Course modules

## Module 1 / Governance Essentials

- What is governance?
- What do boards do?
- What rules apply to boards and directors?
- What do directors do?
- What do chairs, secretaries, and other officeholders do?
- How do directors stay out of trouble?
- How can directors do well and do good?
- Practice Activity – Board meeting preparation

## Module 2 / Strategy and Risk

- Strategy
- Risk
- Practice Activity

## Module 3 / Superannuation

- Directors' financial responsibilities
- Reviewing financial reports
- Balance sheets
- Profit and loss
- Cash flow statements
- Debt and asset management
- Market performance
- Taking action on finances
- Practice Activity – Reviewing financial reports

# Jobs and career pathways

This course is designed for potential board members, new board members, and those who have some experience but want deeper knowledge to back it up. It is suitable for learners in a range of organisations,

## Key opportunities include:

- family businesses
- small businesses
- charities
- other non-profit organisations
- school boards
- sports clubs
- community clubs

## What support will I get?

This course is self-directed so you're able to move through it at your own pace. If you run into questions along the way, you can always reach out to the course trainer who is contactable via email or Zoom.

## Assessment

There are no written assessments for this course. Instead, you'll complete short quizzes throughout each module to ensure you're keeping up with the concepts.



**Get the skills that employers really want.**



**Unrivalled support.**  
Delivered with care



**Absolute flexibility.**  
Your way, your terms.

# Industry insights



Corporate (revenue > \$1 million) board members  
**\$5,026 – \$286,000 per year**

NB: median \$35,500.



Government non-departmental organisation board members  
**\$54,274 – \$215,788**

NB: based on Victorian Government Appointment and Remuneration Guidelines for board members of non-departmental entities, Group A organisations.



Charity board members  
**\$5,000 – \$34,000 per year**

NB: honorarium for a board member of a larger charity with frequent board commitments. Based on survey of charities and non-profit organisations.



Number of people volunteering in Australia  
**6 million**

# Why choose Monarch Institute?

**You need a different learning experience.  
We're ready to deliver.**

## Expertise

- ✓ Courses developed with leading academics and industry associations
- ✓ Delivered by brilliant trainers who work with corporate leaders
- ✓ Learn from professionals using real world case studies

## Flexibility

- ✓ Fit study around work, family, life
- ✓ Start immediately, or down the track
- ✓ Flexible payment options

## Support

- ✓ Dedicated team of trainers and support staff on hand to guide you
- ✓ Up to date, easy to understand course materials
- ✓ Assessment turnaround in 5-7 business days with comprehensive trainer feedback

## Enrol today

Your Monarch Institute Governance Professional Series course has been developed and endorsed by experienced directors and officers. Each course is packed with case studies, videos and practical examples to provide you with the knowledge and skills you need for your first board role.



To discuss the course that's right for you call  
**1300 738 955**



To find out more information email  
**info@monarch.edu.au**



To enrol, visit our website  
**www.monarch.edu.au**

