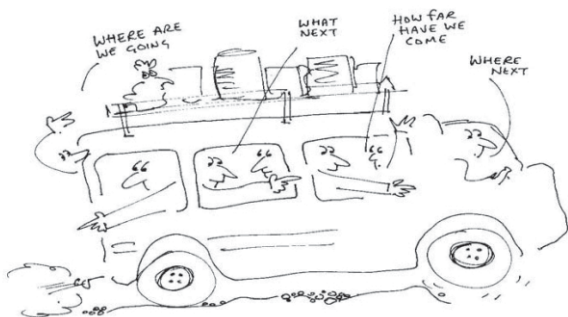


NPO GOVERNANCE PROGRAMME

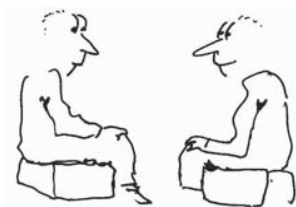


4 months Online Certificate Course

NPO GOVERNANCE PROGRAM—an introduction

- Non – Profit Organisation (NPO) Governance Program is a four months online certificate Program which takes the participants systematically through a sustained learning process.

- The program is taught on a web based interactive learning platform.



- The objective of the program is to build capacity and create a facilitative atmosphere of personnel working

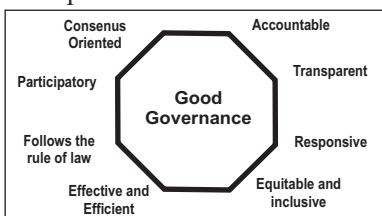
in the voluntary sector in the area of NPO Governance (includes Voluntary Associations/ Civil Society Organization).

- Since the program is built on virtual platform, it is open to participants globally.
- Total number of seats per batch is 20.
- To register, please log on to <http://fmsflearningsystems.org/registration.aspx>

LEARNING OUTCOMES OF THE PROGRAM

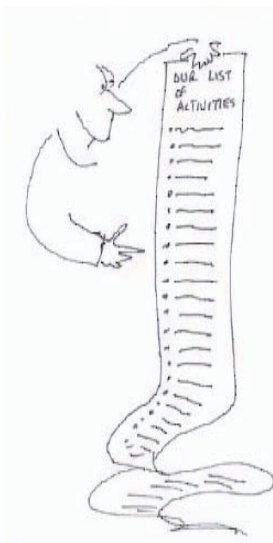
After the successful completion of the program, individuals are expected to;

- Gain a basic understanding of the Governance Principles and mechanism in NPOs.
- Have an overview of the Governance structure and processes.
- Be able to understand the basic roles and responsibilities of the Board Members.
- Gain a basic understanding of the Governance Checks and Balances required for an NPO.
- Identify the common myths and misconceptions in the Governance of NPOs.



COURSE CONTENTS

Modules



Module I

*NPO Constitution,
Accountability & Legal
Framework*

Module II

*NPO Governance and
Board Issues*

Module III

*Board processes and
Tools*

Module IV

*Meeting, Records, Board
Reports & other Issues*

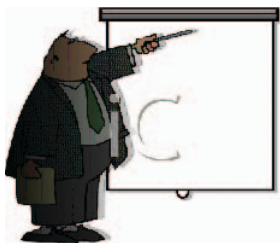
COURSE FACULTIES

- Mr. Manoj Fogla, FCA, Senior Consultant
- Mr. Sanjay Patra, FCA, Executive Director, FMSF

PROGRAM DESIGN

There are in all 4 units in the course

- Study Material for the course will be available online.
- Self-Assessment Exercise.
- Online Examinations will be conducted at the end of 4 modules.



COURSE FEES

For Applicants from India – **INR 8245**

For Applicants from SAARC countries – **US \$ 202**

For Applicants from other than SAARC countries - **US \$ 255**

**Inclusive of the GST*

Please make Cheque/DD in favor of “**CPA Services Pvt. Ltd.**” payable at NOIDA



EXAMINATIONS

- Examination for the program will be held online.
- The examination will be of the following type:
 - Case study Examination
 - Multiple Choice Questions
 - Objective Type Questions



ELIGIBILITY CRITERIA

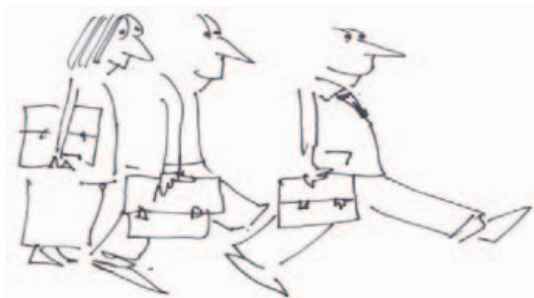
- CEOs, Chief Functionaries / Executive Directors of Non Profit Organizations (NPOs).
- Persons working in senior / mid-management level positions in NPOs, Donor / CSR Organizations.
- Individuals serving in the board of Non Profit Organizations.
- Consultants involved in the reviews & evaluation of NPOs.



DOCUMENTS REQUIRED

Along with the filled in registration form, the candidate is required to submit the following:

- Curriculum Vitae
- Covering letter stating why would you like to participate in this course.
- Experience certificate.
- Identity Proof
 - In case of International applicants, copy of passport is required.
 - In case of Indian applicants, copy of passport/ driving license/voter's identity card/ employer's identity card, any of these would do.



The Financial Management Service Foundation (FMSF) is a Development Resource organization specializing in financial management, legal and governance issues pertaining to Development Organization. FMSF is guided by the core values of accountability, transparency, humaneness and sensitivity. The work done by FMSF includes capacity building; networking, information dissemination, action research, knowledge building and financial monitoring of projects.

FMSF has published number of books on Financial Management, Legal Regulations, Social Audit and Social Accountability Standards etc related to the voluntary sector. It also publishes a six monthly journal 'Interface' that covers governance, legal and financial issues pertaining to the sector. FMSF also publishes “Standards and Norms”, a monthly e-communiqué which aims to provide relevant information and guidance on NPO governance, Financial Management and Legal Regulations.

FMSF runs a web-based one year diploma program on Financial Management and Accountability (DFMA) in association with Tata Institute of Social Sciences, one of the premier universities in India for social work education.

CPA Services Pvt. Ltd. is part of the FMSF family and carries forward the mandate of FMSF to promote accountability and build capacity in the development sector by infusing best practices and professionalism. The core competency of CPA Services lies in the areas of financial management; governance; statutory compliances; and Planning, Monitoring and Evaluation (PME). CPA Services provides the following services - Finance Review, Pre-funding Assessment, Financial Investigations & Monitoring, System Development Process, Legal Advisory Services, Compliances Review under CSR and Statutory regulations and other customized services specific to the clients.

Please contact us at:
CPA Services Pvt. Ltd.

Financial Management Service Foundation

‘Accountability House’, A-5, Sector-26, NOIDA - 201301

Ph: +91-120-4773200

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www.legalissuesforngos.org, www.cpaservices.in