

AG/BUS/UIC-2030-001 – Community Leadership MANAGEMENT AND FINANCIAL ADMINISTRATION IN COMMUNITY AND ABORIGINAL ORGANIZATIONS

13/09/2011-29/11/2011 Lecture Tuesday 5:30PM - 8:20PM, Manitoba Bldg, Room 4M46

Course Description:

As small-scale and not-for-profit structures, community-based and aboriginal organizations often face unique challenges and political/cultural realities in terms of overall management and operations. This course provides students with a good understanding of the key facets of management and administrative structures within the community and aboriginal sectors in particular. Key topics include organizational structures and management controls, financial statements and budgeting, performance measurement, strategic planning and operations analysis and evaluation.

Prerequisites: UIC-1001 or AG-1015

Cross-listed: AG-2030/3 and BUS-2030

Text book:

Vic Murray, et al. (2009) **The Management of Nonprofit and Charitable Organizations in Canada, Second Edition.** (LexisNexis Canada Inc.) ISBN: 9780433462293 - Required

In addition, the course will utilize on-line publications as suggested readings, they are as follows:

1. Policy Brief No.28: Clarifying Roles of Aboriginal Leaders and their Staff: The Perils of a Portfolio System. Author(s): John Graham. May 2006
2. Managing the Relationship of First Nation Political Leaders and their Staff. Author(s): John Graham. March 2006
3. IOG Policy Brief No. 17: Business and Politics in Aboriginal Communities Author(s): John Graham and Heather Edwards. October 2003
4. IOG Policy Brief No. 4: Building Trust: Capturing the Promise of Accountability in an Aboriginal Context . Author(s): John Graham. May 1999
5. IOG Policy Brief No.8: Getting the Incentives Right: Improving Financial Management of Canada's First Nations, Author(s): John Graham May 2000
6. Strategic Management and Accountability for First Nations. Best Practices to Consider. Author(s): Jim Pealow. May 2005
7. Friendship Centre Movement: Best Practices in Governance and Management. Authority(s): John Graham, Mackenzie Kinmond. August 2008
8. IOG Policy Brief No. 36: The First Nations Governance System: A Break on Closing the Community Well-being Gap. Author(s): John Graham. April 2010
9. What is an Elder? The Canadian Journal of Native Studies XVI, 1, 37-66. Author(s): S.M. Stiegelbauer. 1996

Course Group Website – **All notes, marks and suggested readings will be posted to this site:**

<http://ag-bus-uic-2030-050.yolasite.com/>

Instructor Bernice Cyr - email: BerniceACyr@shaw.ca

Weekly Topics:

September:

13 - Introduction to Community-based Nonprofit Organizations in Canada –chapters 1 & 2

20 - Governance & Executive Leadership – chapters 3 & 4 and suggested readings 1 & 2

27 - **Quiz: 1 (Chapters 1&2) 30 min.** - The Legal Context of Nonprofit Management – chapter 5

October:

04 - The Legal Context of Nonprofit Management – chapter 5 continued

11- **Quiz: 2 (Chapters 3&4) 30 min.** - Government and Community Relations – chapter 6 & suggested readings 7 & 8

18 - Resource Development Basics – chapter 7 & suggested reading 3

25 - **Quiz: 3 (Chapters 5&6) 30 min.** - Planning and Organizing for Results – chapter 8

November:

1 - Accountability and Performance Assessment – chapter 9 & suggested reading 4 & 6

8 - **Quiz: 4 (Chapters 7&8) 30 min.** - Financial Management – chapter 10

15 - Financial Management – chapter 10 continued

22 - **Quiz: 5 (Chapter 9) 30 min.** - Financial Management – chapter 10 continued
(review <http://www.fnfp.ca/>)

29 - Financial Management – chapter 10 continued (course review)

Final Exam: Tuesday, December 13, 2011, 6-9pm – Room TBA

In unforeseen circumstances, not all topics listed in the schedule of classes may be covered

September 7 FINAL DATE to pay all fees for the 2011 Fall Term, without a late payment fee being charged.

Governing Policies:

Students should refer to Section VII of the current University of Winnipeg General Calendar, which covers, among other topics, appeals, withdrawal procedures, plagiarism, cheating and academic misconduct. The delivery of this course is governed by these regulations and policies.

Topics to be covered, the last scheduled date for the course, as well as the schedule of evaluation exercises, the weighting of evaluation exercises and applicable late penalties for the evaluation exercises cannot be changed without the unanimous written consent of all students enrolled in the course.

Late assignments will not be accepted. Assignments must reflect effective use of standard business software (word processor, spreadsheet, graphics programs) as appropriate.

Exam requirements:

NOTE: You **must** inform me in writing of any final examination conflict by November 22, 2011.

- Basic calculators may be used for the exam. Cell phones with calculators, PDA's, other organizers or programmable calculators will NOT be permitted to be used as calculators.
- Photo ID may be required for final exam.
- Dictionaries and electronic translators will not be permitted.

Assessment Criteria:

1. Attendance and Participation	10%
2. Quiz – September 27 (chapters 1 & 2) – 30 minutes	10%
3. Quiz – October 11 (chapters 3 & 4) – 30 minutes	10%
4. Quiz – October 25 (chapters 5 & 6) – 30 minutes	10%
5. Quiz – November 8 (chapters 7 & 8) – 30 minutes	10%
6. Quiz – November 22 (chapter 9) – 30 minutes	10%
7. Final Exam – TBA (chapters 1-10 & all course content) – 3 hours	<u>40%</u>
TOTAL	100%

University of Winnipeg Letter Grade System:

A+	90-100	B+	76-79	C	56-62
A	85-89	B	70-75	D	50-55
A-	80-84	C+	63-69	F	0-49

ADDITIONAL NOTES:

- The last day to withdraw without academic penalty is **October 27, 2011**. Your success is important and students are encouraged to speak with me prior to a decision to withdraw.
- Students with documented disabilities requiring academic accommodations for test/exams or during lectures, are encouraged to contact the Coordinator of Disability Services at 786-9771 to discuss appropriate options.
- All assignments should be typed or word-processed. The student is responsible for keeping a copy of all assignments to guard against loss between the student's hands and the instructor's desk. All assignments should be submitted in class.
- For information on Academic Regulations see the University of Winnipeg 2010/11 Campus Guide Section VII: for course grading see p.109; for academic misconduct see p.112; and for the appeal process for course work see p.116.

Plagiarism: Plagiarism is an act of academic dishonesty in which individuals present published or

unpublished work (written or electronic or other) of another person or persons, in its entirety or in part, as their own. While scholarship quite properly rests upon examining and referring to the thoughts and writings of others, when excerpts are used in any work submitted for evaluation, the sources must be acknowledged, using an accepted format for the discipline. Note that paraphrasing without referencing is also plagiarism.

Services for Students with Disabilities:

Students with documented disabilities requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., access to volunteer note-takers) are encouraged to contact Andrea Johnston, Accessibility Coordinator at 786-9771 or a.johnston@uwinnipeg.ca to discuss appropriate options. Specific information about DS is available on-line at <http://www.uwinnipeg.ca/index/services-disability>. All information about disability is confidential