

EARLY LEARNING AND CHILD CARE CIRCULAR

Date: November 15, 2024

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To: Early learning and child care centres

Subject: Partnership with the Manitoba Child Care Association - Customizable Board Governance Manual and Support Services

Effective Date: November 15, 2024

Type:	<input checked="" type="checkbox"/> Policy	<input type="checkbox"/> All Facilities	<input checked="" type="checkbox"/> Action Required
	<input type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Centres	<input type="checkbox"/> Information Only
	<input type="checkbox"/> Licensing	<input type="checkbox"/> Nursery Schools	
	<input type="checkbox"/> Financial	<input type="checkbox"/> Family/Group Homes	
	<input type="checkbox"/> Subsidy		

This circular provides information about a new Board Governance Manual and implementation support resources that will be provided to all licensed, non-profit child care centres in Manitoba.

Under the 2023-2025 Canada-Manitoba Early Learning and Child Care Agreement Action Plan, Manitoba has partnered with the Manitoba Child Care Association to develop leadership and governance training opportunities that will better support centre directors and board members to effectively fulfill their responsibilities.

In addition to *The Basics of Effective Board Governance: An Online Board Orientation Resource for Early Learning & Child Care Centres*, launched in 2018, all licensed non-profit centres in the province will have access to a customizable best-practice Board Governance Manual available in English and French. This will also include access to additional governance support and implementation assistance through People First HR Services at no cost to the facility.

As part of this initiative to strengthen Board governance supports, the Manitoba Child Care Association has also expanded their resource library to include more current governance resources available in both English and French.

Benefits:

The best-practice Board Governance Manual is an invaluable resource that supports effective board governance for all licensed not-for-profit centres. It is designed to:

- provide a comprehensive document outlining the responsibilities of a governing board and its members
- ensure consistency in board awareness throughout facilities in Manitoba
- offer flexibility to meet the unique needs of programs' governance framework and organizational needs
- serve as a reference for board training and orientation

The customizable manual, along with the individualized implementation support for your centre, reinforces the roles and responsibilities of both current and future centre management and boards regardless of their previous skills, knowledge and abilities. Both have a shared goal of ensuring that the organization is doing the right things; the best-practices Board Governance Manual serves to guide this partnership and its operations.

Implementation Details and Resources

- **Attend a Webinar**

To learn more about the Board Governance Manual and implementation supports, register for one of the following webinars: (click to register)

- [Tuesday, November 26, 2024, 1:30p.m. - 2:30p.m.](#)
- [Tuesday, November 26, 2024 6:00p.m.- 7:00p.m.](#)

Note: all facilities who register and attend the Board Governance Manual webinar will be provided with a copy of the customizable manual and priority registration for additional implementation support provided by People First HR Services.

- **Beginning February 1, 2025**, all centres will be able to request a copy of the customizable Board Governance Manual and their preferred implementation support from People First HR Services by visiting the Manitoba Child Care Association – Board Governance website section at:
www.mccahouse.org/board-governance-2/

For additional information about the Manitoba Child Care Association, including access to the resource library that includes Board governance materials visit:
www.mccahouse.org

For additional information about Roles, Responsibilities and Functions of a Board, visit the department website section at:
www.manitoba.ca/education/childcare/centres_homeproviders/centrebased_childcare/board_development.html

For a copy of circulars, FAQs or to view past webinar sessions, visit at:
www.manitoba.ca/education/childcare/childcare_news/current_circulars.html

If you have any further questions regarding this information, please email Child Care Information Services at cdcinfo@gov.mb.ca with the subject line “**Board Governance**” or call 204- 945-0776 (toll free: 1- 888-213-4754).