



# Book Catalogue

Publications 2019-20



### Financial Fundamentals for Not-for-Profit Directors

**S. Dianne Azoor Hughes**

A timely resource to assist directors develop their financial literacy and gain a firm understanding of their not-for-profit organisation's financial statements. It provides a useful background to this critical and diverse sector, and examines a range of topics from accounting fundamentals, frameworks and standards, to how financial information is reported and how financial oversight is achieved.



**Non-members**  
\$60.00

**Members**  
\$50.00



### Financial Fundamentals for Directors, 2nd Edition

**S. Dianne Azoor Hughes**

This thoroughly updated new edition aims to help directors of organisations across all sectors to better understand financial reports. This financial literacy not only helps directors with their governance obligations, but it also helps them better understand their organisation's financial story, which in turn leads to better risk and strategy decision making.



**Non-members**  
\$60.00

**Members**  
\$50.00



### The New Governance of Data and Privacy: Moving beyond compliance to performance

**Malcolm Crompton and Michael Trovato**

This updated guide to privacy governance provides an overview of the technological, business and regulatory developments that converge to define data as both an asset and a liability in today's privacy landscape. It examines key national, regional and international privacy regimes.



**Non-members**  
\$30.00

**Members**  
\$25.00



### Setting the Tone from the Top: How director conversations shape culture

**Melinda Muth and Bob Selden**

This book examines how using appropriate words and language can tap the collective knowledge of the board to improve working relationships and collective decision making, and ultimately positively impact the behaviour of management.



**Non-members**  
\$45.00

**Members**  
\$40.00



### The Role Of The Company Secretary: Influence, impact and integrity

**Jennifer Robertson**

Practical advice to help company secretaries answer the question: "How can I affect change in my interactions with the CEO, the chair and the board in order to deliver the benefits of good governance?"



**Non-members**  
\$50.00

**Members**  
\$40.00



### Reviewing Your Board: A guide to board and director evaluation

**Geoffrey Kiel, Gavin Nicholson, Jennifer Tunny and James Beck**

Essential reading for all chairs, directors, company secretaries, CEOs and consultants in corporate governance, this book delivers practical advice and an easy-to-implement framework for a board to evaluate itself and answer the question: are we carrying out good governance?



**Non-members**  
\$70.00

**Members**  
\$60.00



**Developing Your Director Career**  
**Elizabeth Jameson**

This practical guide provides a framework to assist in securing a first or next directorship. It aims to help the boardroom aspirant ask the right questions and understand the key drivers behind director recruitment decisions that boards make.



**Non-members** \$55.00  
**Members** \$45.00



**Audit Committees: A guide to good practice, 3rd Edition**  
**Auditing and Assurance Standards Board, Australian Institute of Company Directors and the Institute of Internal Auditors-Australia.**

This latest edition provides a practical introduction to the role and responsibilities of an audit committee. It explains the context in which an audit committee operates and outlines good practice.

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**Non-members** \$40.00  
**Members** \$35.00

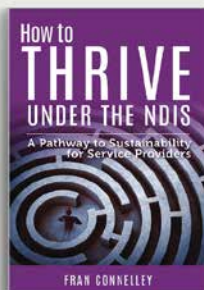


**Asset Management for Directors**  
**Monique Beedles**

Delivering value from the company's assets is one of the key roles of the board. Accordingly, it's critical that company directors have a thorough understanding of asset management principles and how they apply to board decision making.



**Non-members** \$35.00  
**Members** \$25.00



**How to Thrive under the NDIS: A pathway to sustainability for service providers**  
**Fran Connelley**

A transformational guide for boards of disability organisations to help them move from being heavily dependent on government funding to being sustainable NFPs.



**Non-members** \$24.95  
**Members** \$20.95

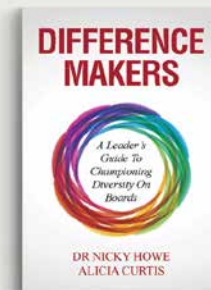


**A Director's Guide to Governing Information Technology and Cybersecurity**  
**Dr Nicholas Tate and Alexander Tate**

Designed for directors who find themselves in a position where IT is underpinning a digital transformation of their organisation.



**Non-members** \$55.00  
**Members** \$45.00

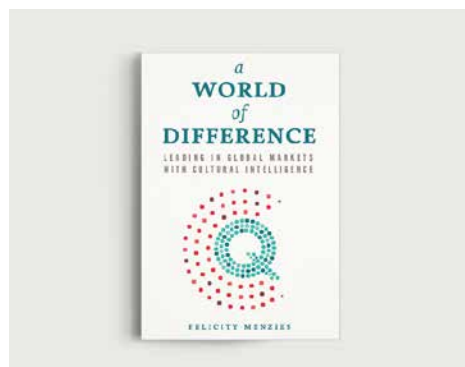


**Difference Makers: A leader's guide to championing diversity on boards**  
**Nicky Howe and Alicia Curtis**

A leader's guide to championing diversity on boards – includes practical tools, templates and activities.



**Non-members** \$29.95  
**Members** \$24.95



**A World of Difference:**  
Leading in global markets  
with cultural intelligence

**Felicity Menzies**

Best practices for boards and directors on leading in global markets with cultural intelligence.



**Creating Value: A practical guide**  
for boards and directors

**David Walters and Mark Rainbird**

Provides a framework of basic tools and terminology for understanding and evaluating the various and often confusing measures and concepts surrounding value and its creation and management.



**Which Two Heads Are Better Than One?**  
How diverse teams create  
breakthrough ideas and make  
smarter decisions

**Juliet Bourke**

This book is a must-read for any leader looking to increase their ability to create genuinely diverse thinking groups, engage in more productive conversations and make wiser judgements.



**Non-members** \$29.95  
**Members** \$24.95

**Non-members** \$50.00  
**Members** \$40.00

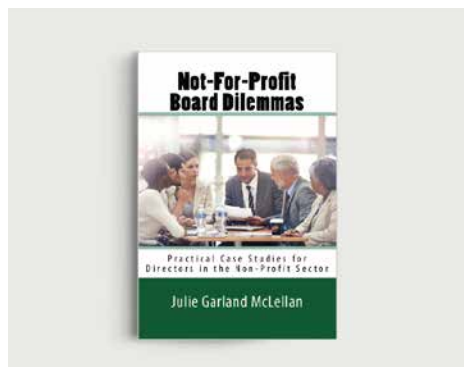
**Non-members** \$60.00  
**Members** \$50.00



**Duties and Responsibilities of Directors and Officers,**  
21st Edition

**Professor Robert Baxt AO FAICDLife**

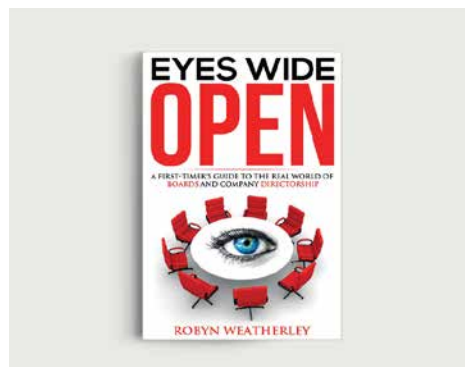
For the past 35 years, this book has been a must-read for directors, corporate lawyers, academics and those focused on governance in Australia, and its context internationally.



**Not-for-Profit Board Dilemmas:**  
Practical case studies for directors  
in the non-profit sector

**Juliet Garland McLellan**

Practical case studies offering insights and clear examples to help directors on not-for-profit boards to build practical skills and judgement.



**Eyes Wide Open: A first-timer's**  
guide to real world of boards and  
company directorship

**Robyn Weatherley**

Provides first-time directors with invaluable inside tips and insights about board membership and company directorship.



**Non-members** \$65.00  
**Members** \$50.00

**Non-members** \$35.00  
**Members** \$31.00

**Non-members** \$34.95  
**Members** \$31.00



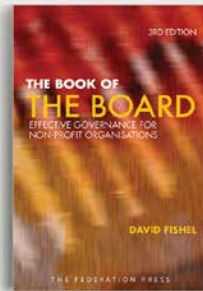
### Corporate Governance: Principles, policies and practices, 4th Edition Robert Tricker

Written by the “father of corporate governance”, Bob Tricker, this text is an authoritative guide to the frameworks of power that govern organisations.



**Non-members**  
\$83.95

**Members**  
\$78.95



### The Book of the Board: Effective governance for non-profit organisations, 3rd Edition David Fishel

Provides clear guidance on the role of the NFP board, formal and legal responsibilities, and the ways in which the board can maximise its effectiveness for the organisation.



**Non-members**  
\$59.00

**Members**  
\$50.00



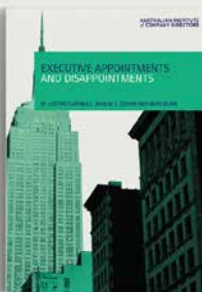
### Strictly (Mining) Boardroom: Management insights from inside the resource sector Allan Trench

A mix of boardroom practice, resource sector management and investment observations and discussion for the Australian mining sector.



**Non-members**  
\$29.00

**Members**  
\$25.00



### Executive Appointments and Disappointments

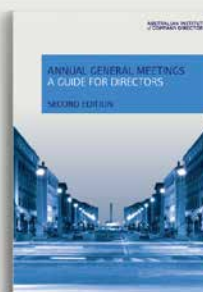
**John Colvin, Justine Turnbull and Mark Blair**

For chairs and other board members, this book offers guidance on good practice in preparing CEO and other executive employment agreements.



**Non-members**  
\$50.00

**Members**  
\$45.00



### Annual General Meetings: A guide for directors, 2nd Edition Australian Institute of Company Directors

This second edition is a handy procedural guide for directors. It clearly sets out the principal steps required to prepare for, convene and conduct an efficient and effective annual general meeting (AGM).



**Non-members**  
\$30.00

**Members**  
\$25.00



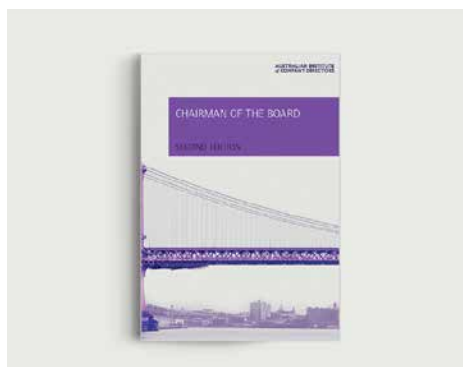
### Director's Signpost: Your guide to directorship Australian Institute of Company Directors

An essential book for new and emerging directors, covering directorship, governance, board operations, professional development and more.



**Non-members**  
\$45.00

**Members**  
\$40.00



**Chairman of the Board, 2nd Edition**

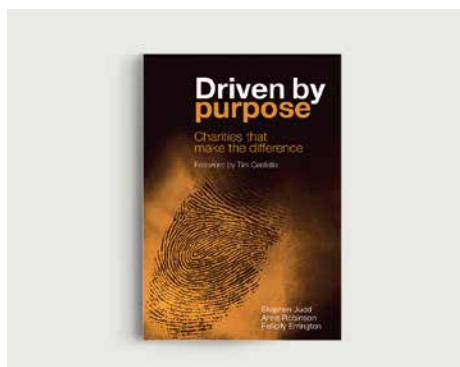
**Australian Institute of Company Directors**

For chairs of NFP, privately held, government and publicly listed organisations, this book covers legislation relating to chairs, actions before, during and after board meetings, insights from high profile chairs, a strategic board calendar and more.



**Non-members**  
\$45.00

**Members**  
\$40.00



**Driven by Purpose: Charities that make the difference**

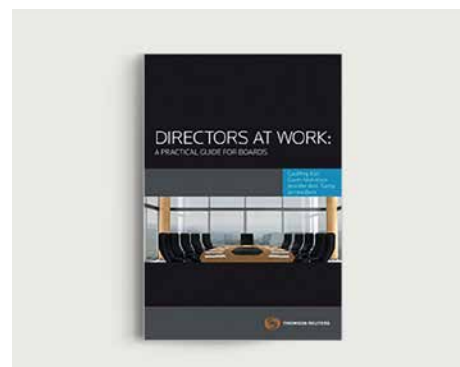
**Stephen Judd, Anne Robinson and Felicity Errington**

Analyses the social context of Australian charities and offers practical advice on rediscovering purpose that drives and shapes.



**Non-members**  
\$19.95

**Members**  
\$14.95



**Directors at Work: A practical guide for boards**

**Geoffrey Kiel, Gavin Nicholson, Jennifer Tunny and James Beck**

A comprehensive discussion of leading practices in corporate governance, and ways in which boards and directors can improve their organisational processes and procedures.



**Non-members**  
\$140.00

**Members**  
\$130.00



**All Above Board: Great governance for the government sector, 2nd Edition**

**Julie Garland McLellan**

A comprehensive guide to developing and applying governance skills specifically for the government sector.



**Non-members**  
\$45.00

**Members**  
\$40.00



**Tomorrow's Boards: Creating balance and effective boards**

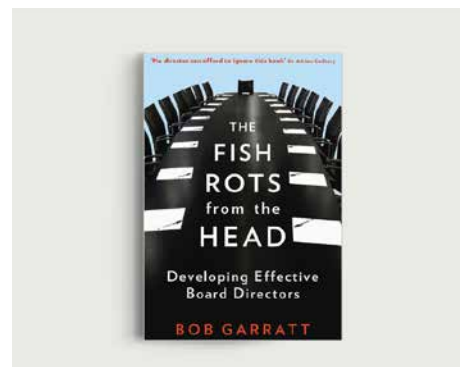
**Anthea McIntyre**

For boards and directors, this book covers the research, business case and actions involved in establishing gender diversity to create vibrant and effective boards.



**Non-members**  
\$40.00

**Members**  
\$35.00



**The Fish Rots from the Head: Developing effective board directors**

**Bob Garratt**

This is the latest edition of this governance and directorship classic from international guru, Bob Garratt. Recommended around the world as essential reading.



**Non-members**  
\$24.95

**Members**  
\$21.95



## Earn DPD units by staying up-to-date with your reading

Journals and books that contribute to your director development will be recognised as part of your Director Professional Development (DPD). A maximum of 10 DPD units per year may be accrued for your professional reading.

To find out more about professional reading and how you can accrue DPD units visit:

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