

EDUCATIONAL SESSIONS

Choose one topic from each session

SESSION 1, 10.45am – 11.45am



Memo & Arts

Why do we need our governing document? How should we use it? What are the principal / core elements? How often should it be updated? How we can use it to become a more effective organisation. Examples of good practice.

Fundraising

Why do people give? How to mobilise support from your community. Simple steps to developing and executing a fundraising campaign? Developing a budget and bringing the campaign to life. Examples and experiences of fundraising campaigns / programmes from a variety of organisations.

Role of the Company Secretary

The role of the Company Secretary. Key responsibilities and statutory duties. Who should and should not perform this role? Why an organisation needs an active and functioning Company Secretary. Conflicts that can arise when a CEO / Manager is also the Company Secretary.

SESSION 2, 12.00pm – 1.00pm

Social Enterprise

Role of Social Enterprise in delivering innovative solutions for critical social issues. Suitable company structures. How can an enterprise grow & reach more people? The importance of the mission and reinvesting in the mission. Examples of success stories.

Leadership and Managing Change

Skills, insights and practical steps for improving effectiveness. Difficulties and challenges in managing and embracing change. Steps to recognising and realising your potential and how that can contribute to organisational success. What a successful organisation might look like.

Communications

Why should we communicate? Are we communicating the right message at the right time? How can we improve on what we communicate? Who should we be communicating with? Benefits of a strategy no matter how simple or detailed.

SESSION 3, 2.45pm – 3.45pm

Data Protection

Where are we post GDPR? How do we manage our data? What are some examples of best practice? Why do we need to retain data and examples of how long should we retain it? Practical tips to ensuring your membership form is easy to complete and captures the data and permissions you need.

Good Governance

What does good governance look like? Where should the focus be and who carries the responsibilities? How do we make decisions and implement them? How good governance will enhance transparency. Exercising power in a fair and equitable manner.

Effective Minute Taking

What you need to know to take accurate and relevant minutes. Who can and should take the minutes? How agenda planning contributes to effective minute taking. Maintaining focus during meetings and recording the critical actions and decisions.