

Creating Confident Committee

WORKSHOPS for Landcare groups



*Landcare
NSW is looking
for Landcare
Networks to host
its new
workshops to
create confident
committees.*

*Workshop timing
and content are
up to you.*

*Select from a
menu of topics
to ensure we
deliver what you
want, when and
where you want
it!*

WHO CAN PARTICIPATE IN THE WORKSHOPS?

Landcare volunteers, committee members + employees are all invited to take part in the Create Confident Committee Workshops. Your organisation is able to tailor the workshop to your needs + workshops cater for up to 20 people.

CAN WE HOST A WORKSHOP IN OUR AREA?

Yes! If you'd like to host a workshop, please complete the attached Create Confident Committee Workshop form + return to Landcare NSW.

WHAT'S INVOLVED IN BEING A HOST ORGANISATION?

Landcare NSW will provide your network / group with \$1000 (ex GST) to organise the workshop venue, catering + promote the event to your members. Workshops length and scheduling can be arranged by negotiation.

Landcare NSW covers all costs associated with trainers + materials.

WHEN ARE WORKSHOPS AVAILABLE?

Landcare NSW is now taking workshop bookings for 2018. Workshops will be held at a time + place that suits your Landcare organisation.

WORKSHOP TOPICS

Each workshop includes an overview of Landcare NSW's role and resources. The remaining workshop topics are up to you! Select your topics from the list overleaf.





Further information is available from:

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Member Services Officer
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Workshop topics:

Each workshop includes a *Governance Essentials* unit with an overview of Landcare NSW. Select up to 4 extra topics from the following:

KNOW YOUR BUSINESS

CORPORATE GOVERNANCE: making sure internal systems are ship-shape. Tips on types of policies required for Landcare organisations, knowing you have your bases covered + templates available.

ROLES + RESPONSIBILITIES OF THE COMMITTEE / BOARD: duties associated with being an office bearer in a Not for Profit organisation + legal obligations.

CONSTITUTIONS: know your constitution, what does it mean and how to operate within it. What to do if you need to review your constitution.

STRATEGIC PLANS, BUSINESS PLANS, ACTION PLANS: what they are, what they provide your organization, how to develop.

EFFECTIVE & EFFICIENT MEETINGS: tips for running effective group meetings, good agendas, minutes and how does everyone have input.

GRANT WRITING: overview of grant programs available. Includes tips on preparing applications, standing out from the competition + being attractive to assessors.

KNOW YOUR NUMBERS

BOOKKEEPING + FINANCIAL MANAGEMENT: risk management for your organisation's finances, reporting.

DATABASE OPTIONS: capturing the right information for projects, people + groups. From beginner to advanced levels.

TELLING YOUR STORY

COMMUNICATIONS + ADVOCACY: working with the media, preparing press releases, managing your public image.

SOCIAL MEDIA: the how-to, policy areas, is it worth the while?

MARKETING YOUR LANDCARE GROUP / NETWORK: tips on branding, maintaining a consistent message + standing out from the crowd.

NSW LANDCARE GATEWAY: creating + maintaining a great website that works for you + your community!

CASE STUDIES ON GATEWAY: what are they, how to develop, how to search, multiple purposes.

KEEPING IT SAFE

WORK HEALTH + SAFETY: for committees, employees + volunteers. Making sure your organisation is up to speed on WHS.

MANAGING VOLUNTEERS: risk management, legal obligations, safety aspects of volunteering.

INSURANCE: understanding the options, which groups require insurance + deciphering the double-dutch!

EMPLOYEE MANAGEMENT: from go to whoa. Includes understanding who is an employee and who is a contractor, also management of independent contractors.



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