



**Return completed form to:**

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Host Organisation Name: \_\_\_\_\_

Host Organisation ABN: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Location: \_\_\_\_\_

Preferred months: \_\_\_\_\_

Preferred timing:       Morning       Afternoon       Evening

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
- Roles + Responsibilities of the Committee
- Constitutions
- Strategic Plans, Business Plans, Action Plans
- Effective & Efficient Meetings
- Grant Writing.

### KNOW YOUR NUMBERS

- Bookkeeping + Financial Management
- Database Options

### TELLING YOUR STORY

- Communications + Advocacy
- Social Media
- Marketing your Landcare group / network
- NSW Landcare Gateway
- Case Studies on Gateway

### KEEPING IT SAFE

- Work Health + Safety
- Managing Volunteers
- Insurance
- Employee Management



The Local Landcare Coordinator Initiative is funded by the NSW Government and is supported through the partnership of Local Land Services and Landcare NSW.

