

LEAD. LEARN. INSPIRE. ACHIEVE.

Practical and Affordable Training for
Staff, Volunteers and Board Members
of Community Groups

January-June 2009 Program



The Australian Institute
of Community Practice
& Governance (AICPG)



AICPG:
The Training
Division of:



ourcommunity.com.au

THE AUSTRALIAN COMMUNITY SECTOR IS RAPIDLY CHANGING



Expectations are intensifying, the involvement of volunteers is changing, the pressures on management and governance bodies are increasing, funding models are evolving – it can be a daunting challenge to keep on top of it all.


The Australian Institute of Community Practice & Governance – the training arm of award-winning Australian social enterprise Our Community – has developed a suite of affordable, practical training to help community sector staff, volunteers and supporters keep abreast of their responsibilities and learn how to lift their organisation from ordinary to extraordinary.

All training is delivered by experienced, engaging community sector practitioners, and has been road-tested in the field to guarantee its relevance and applicability at the coalface.

By taking part in the training opportunities offered by the Australian Institute of Community Practice and Governance you will have access to:

- Key conferences, seminars and training courses delivered in a range of locations, durations and settings to suit every learning need and style
- A range of back-up resources – help sheets, books, newsletters and online tools – to ensure the classroom door is never closed
- Acknowledgement of your participation, including “Fellow” Associate Membership of the Institute for those completing a half-day seminar or full-day conference, and full Membership for those completing the Certificate IV

**The Australian Institute of
Community Practice & Governance
gives you all the knowledge and
skills to advance your community
and career...**



Choose One or All of the Great Training Programs



**Certificate IV In Business
(Governance)**

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**Intensive Winning Grants
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**How to be Recognised
as an Effective Chair**

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**How to be Recognised
as an Effective Secretary**

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“

***This training is the best in Australia
I have ever experienced”***

Cathy Green, Laverton

CERTIFICATE IV IN BUSINESS (GOVERNANCE)

Practical, accredited, staff governance training for the members and supporters of boards, management committees and councils of Australian community groups and schools

The Certificate IV in Business (Governance) provides a widely respected, nationally recognised governance qualification for those working on or with the governing structures of Australian community organisations. The program has been developed by Our Community in partnership with BSI Learning.



ourcommunity.com.au



You Will Receive:

- Practical knowledge and skills across a wide range of community governance topics that you can immediately apply in your community organisation
- A strong platform from which to consolidate your present position or launch new governance experiences
- An explicit demonstration of your commitment to developing your knowledge and skills in community governance
- Increased confidence that you can make a substantial and valued contribution as a member of the board within your community organisation
- The opportunity to network and exchange strategies with presenters and fellow course participants
- Two new qualifications to add to your CV: Certificate IV in Business (Governance) plus Membership of the Australian Institute of Community Practice & Governance

Key Benefits:

- Australia's most inexpensive accredited governance qualification
- Fully recognised, accredited training linked to the Australian Quality Framework
- Training developed specifically for the community sector context
- Relevant to both new and experienced staff and board members
- Study at your own pace – in one four-day block, or two, two day blocks and completed within six months
- Convenient locations – training provided in capital cities and regional centres throughout Australia and in other locations by arrangement
- Open-entry course – no pre-requisite requirements
- Robust, practical and continuously updated learning materials written by experts in the field
- Engaging, experienced, approachable presenters and highly practical, interactive training
- Immediate assessment and no written exam

...Certificate IV In Business (Governance)

Timing

We have put in place a flexible program to ensure we cater to a range of needs. Participants may choose to enroll in one of the four-day courses scheduled in centres across Australia, or may form a group (auspiced by a community group, local government or peak body) and arrange tailored training delivered in your own locality and to suit your own schedule.

Pre-Requisites

This is an open-entry course. There are no requirements you need to fulfil to gain entry.

Assessment

The program is assessed against 13 component modules, based on participation in the intensive group seminar days and successful completion of follow-up tasks including written assessments comprising 43 questions and four review projects.

To successfully complete the course and be awarded the Certificate IV qualification, delegates must demonstrate competency against all 13 modules.

The course schedule, follow-up assessments and project work are carefully designed to enable you to do so, and – importantly – to enable you also to apply your learning.

For more detailed information about assessment processes and requirements go to www.ourcommunity.com.au/assessment

The Rewards

Those successfully completing the course will be awarded the Certificate IV in Business (Governance).

You will receive a graduation certificate, a 12-month subscription to the acclaimed Board Builder newsletter (delivered via email), and “Fellow” membership of the Australian Institute of Community Practice & Governance.

Join The Community Boards Revolution

- Ensure that your community organisation survives and thrives in today’s challenging environment
- Add to your own governance credentials and professional development
- Join a growing alumni of community governance experts and practitioners
- Contribute to the development of a strong, effective community sector in Australia

Practical, accredited governance training for the members, staff and supporters of boards, management committees and councils of Australian community groups and schools

SESSION 1

Governing

- What is governance in a community context?
- Why is governance important?
- Meeting the roles and responsibilities of a board member
- Using the constitution
- Managing a board meeting

This full-day session provides a background to governance and the obligations of board or committee members, establishing the framework under which boards and committees operate and providing an essential overview of roles and responsibilities of the governance body, including legal, fiduciary and community roles and responsibilities, plus the critical need to more effectively manage board meetings.

The use of the constitution and importance of keeping it relevant is highlighted, and the distinction of governing and managing the organisation is provided to ensure that board members are completely clear in their roles.

SESSION 2

Planning

- Preparing & overseeing the organisation's annual budget
- Monitoring financial management and budgets
- Planning for organisational needs
- Overseeing business planning
- Developing an annual fundraising plan
- Project management/sharing the workload

Day Two sets out the requirements of board members to ensure that they have sufficient resources to carry out the mission of the organisation. This includes setting the vision and mission, developing a strategic plan and putting in place an operating budget.

Strategies to monitor, report and review the plans are provided.

A key component covered in session two is the development of an annual fundraising plan, highlighting the practical nature of the training. Contributing to adequate planning and prioritising, and understanding how to monitor those plans and priorities, is a vital factor in being a successful board member.



In my role as a Manager in Local Government, I have cause to liaise with, and at times to support, a range of community based organisations and committees. This program provided me with relevant best practice advice and tools to assist with my interactions. The practical skills and learning was directly applicable to my primary role at Council and the volunteer committees I serve on. I would recommend it to anyone thinking about taking on governance responsibilities or as an ideal refresher course."

Andrew Day

SESSION 3

Communicating

- Maintaining and protecting community culture
- Contributing to a positive and culturally appropriate community
- Communicating with the community
- Skills for effective communication
- Writing successful funding submissions
- Dealing with conflict

Once plans have been set the board needs to ensure that it is effectively communicating with all stakeholders and the community. This one-day session looks at how participants can contribute to keeping the organisation true to its mission and ensure that it works within the community context and connects to its members and stakeholders.

The training also provides the skills to effectively communicate with staff, media and public.

A key component covered in this session is the development of funding submissions, community-business partnerships and working with volunteers.

SESSION 4

Sustaining

- Reviewing the business plan
- Avoiding burnout
- Managing assets
- Developing and implementing organisational policies
- Reporting and evaluating

The final day covers the strategies that are needed to implement and sustain the organisation's mission and plans.

The training includes a process to review plans, make adjustments to strategies or priorities, and develop policies and procedures to ensure effective operations and protection of assets.

This session will also highlight the need to properly evaluate, report and acquit to both internal and external stakeholders. Contemporary management concepts such as continuous improvement, succession planning and intellectual property (eg. public image/goodwill) will also be covered.



The four-day Certificate 1V Business (Governance) was a fantastic, practical and easy to follow seminar that has enabled and inspired me to return to my community and instigate significant and positive change in a number of community organisations.

I have found that my confidence has grown with the power of knowledge.Thanks!"

Rebel Black, Lightning Ridge NSW



Certificate of Recognition

This is to certify that

has successfully completed

of the Australian Institute of
Community Practice & Governance



...Certificate IV In Business (Governance)

	Date	Time	Venue	Cost
NSW				
Bathurst	10-13 March	9:00am-4pm	Bathurst Memorial Entertainment Centre 105 William St, Room: Conference Room	\$1300
Sydney	17-20 March	9:30am-4pm	Hyde Park Forum 271 Elizabeth Street, Room: Forum One	\$1300
Sydney *Hearing impaired session*	17-19 April	9am-5pm	Hyde Park Forum 271 Elizabeth Street, Room: Forum One	\$1300
Sydney	12-15 May	9:30am-4pm	Hyde Park Forum 271 Elizabeth Street, Room: Forum One	\$1300
Albury	26-29 May	9:30am-4pm	Commercial Club Albury 618 Dean St, Room: Wattle Room	\$1300
Newcastle	2-5 June	9.30am-4pm	Newcastle Panthers, 309 King Street, Newcastle West, Room: Friendship Room	\$1300
Broken Hill	13-16 July	9.30am-4pm	Barrier Social Democratic Club, 218 Argent Street, Room: Demo Club Function Room	\$1300
QLD				
Sunshine Coast	17-20 February	9.30am-4pm	Scout Hall Nambour Showgrounds, Nambour	\$1300
Brisbane	2-5 March	9.30am-4pm	Hotel Ibis Brisbane 27-35 Turbot Street, Room: Flinders	\$1300
Townsville	24-27 March	9.30am-4pm	Hotel Ibis Townsville 12-14 Palmer Street, Room: Ross Room	\$1300
Gold Coast	31 March - 3 April	9.30am-4pm	Gold Coast City Council, 135 Bundall Road, Surfers Paradise, Room: Training Room 2	\$1300
Brisbane	26-29 May	9.30am-4pm	Hotel Ibis Brisbane 27-35 Turbot Street, Room: Flinders	\$1300
SA				
Adelaide	23-26 June	9.30am-4pm	Mercure Grosvenor Hotel Adelaide 125 North Terrance, Room: James Alexander	\$1300
VIC				
Melbourne	23-26 March	9.30am-4pm	William Angliss Conference Centre Building A, Level 5, 555 LaTrobe Street Room: Flagstaff	\$1300
Geelong	5-8 May	9.30am-4pm	Geelong Conference Centre, Adams Court, Eastern Park, East Geelong, Room: Acacia Room	\$1300
Melbourne	9-12 June	9.30am-4pm	William Angliss Conference Centre Building A, Level 5, 555 LaTrobe Street Room: Flagstaff	\$1300
WA				
Perth	16-19 June	9.30am-4pm	Mantra on Murray, 305 Murray Street Room: Conference Room	\$1300

INTENSIVE WINNING GRANTS SEMINAR



An inspirational seminar for volunteers, staff and fundraisers on how to win the MOST GRANTS EVER for your community organisation

This course provides the answer to all your grantseeking questions.

Learn the secrets for easily winning more grants for your community organisation, and find out how to drastically increase the number of grants you can apply for without pushing yourself (and your group) into an early grave.

You Will Learn:

- The best ways to present your proposal – tell the story of your project and your group to the greatest advantage
- How to develop your statement of need – choosing data to support your project proposal
- How to develop an “organisation template” – to save time in writing applications
- How to humanise your story – presenting a compelling picture
- How to navigate the grants landscape – sorting out which grants are best for your project
- How to write a proposal – every word matters; style, treatment and content
- Making friends and long-term relationships with grantmakers – managing relationships, acknowledging funders
- Giving the grantmaker what they want – how to tailor your proposal for multiple grantmakers
- Creating winning project plans & realistic budgets – ensure project plans and budgets get the proposal across the line
- Meeting different requirements from different sources – different levels of government, philanthropic and corporate

...Intensive Winning Grants Seminar

Key Benefits:

- Australia's best value-for-money training
- Australia's most useful and practical grants training
- Training developed specifically for the community sector context
- Convenient locations – capital cities and regional centres throughout Australia and in other locations by arrangement
- Practical grantseeking solutions that can instantly be applied in your organisation
- Associate Membership of the Australian Institute of Community Practice & Governance for all course participants
- Engaging, experienced, approachable presenters and highly practical, interactive training

Seminar for volunteers, staff and fundraisers on how to win the MOST GRANTS EVER for your community organisation

	Date	Time	Venue	Cost
NSW				
Sydney	8 May	9am-12.30pm	Hyde Park Forum 271 Elizabeth Street Room: Forum One	\$95
QLD				
Townsville	24 March	7pm-9.30pm	Hotel Ibis Townsville 12-14 Palmer Street Room: Sallyanne Butterworth	\$95
Brisbane	15 May	9am-12.30pm	Mercure Brisbane 85-87 North Quay, Room: Burke	\$95
VIC				
Melbourne	20 May	9am-12.30pm	William Angliss Conference Centre Building A, Level 5, 555 LaTrobe Street Room: Main Theatre	\$95
WA				
Perth	19 March	9.30am-12.30pm	Mantra on Murray 305 Murray Street Room: Conference Room	\$95

INTENSIVE COMMUNITY FUNDRAISING SEMINAR



This seminar for volunteers, staff and fundraisers is on how to MAKE THE MOST MONEY EVER for your community organisation

This course provides an overview of the strategies every community organisation should put in place to provide for a practical, workable, integrated, sustainable fundraising strategy. Learn how the Six Pillars of Raising Funds – donations, grants, community-business partnerships, alumni/membership, special events, and earned income – can bring in valuable funds for your group.

You Will Learn:

- How to ask for money – most people that give in cash or in-kind give because they have been asked.
- Learn how to successfully ask for money using a range of mediums.
- How to raise secure, unattached and predictable income – untied money to use for your group's own priorities and decisions
- How to run great events – eliminate loss-making, energy-sapping events for good
- How to rally the troops – instilling a fundraising culture in your organisation
- How to win grants for project funding – an overview of the grants landscape
- How to get businesses to support your community group – the secrets to successful, and profitable, community-business partnerships

...Intensive Community Fundraising Seminar

Key Benefits:

- Australia's best value-for-money training
- Australia's most useful and practical fundraising training
- Training developed specifically for the community sector context
- Convenient locations – training provided in capital cities and regional centres throughout Australia and in other locations by arrangement
- Practical fundraising solutions that can instantly be applied in your organisation
- Associate Membership of the Australian Institute of Community Practice & Governance for all course participants
- Engaging, experienced, approachable presenters and highly practical, interactive training

Seminar for volunteers, staff and fundraisers on how to MAKE THE MOST MONEY EVER for your community organisation

	Date	Time	Venue	Cost
NSW				
Sydney	8 May	1:30pm-4:30pm	Hyde Park Forum 271 Elizabeth Street Room: Forum One	\$95
QLD				
Brisbane	15 May	1.30pm-4.30pm	Mercure Brisbane 85-87 North Quay, Room: Burke	\$95
VIC				
Melbourne	20 May	1:30pm-4:30pm	William Angliss Conference Centre Building A, Level 5, 555 LaTrobe Street Room: Main Theatre	\$95
WA				
Perth	19 March	1.30-4.30pm	Mantra on Murray 305 Murray Street Room: Conference Room	\$95

SECRETS OF SUCCESSFUL BOARDS



Half-day seminar for prospective & current board/committee of management members, and those who support them.

A healthy committee of management or board is integral to the success of any community organisation. This half-day course will help you to understand your legal and practical responsibilities as a committee/board member, and how you can create a more harmonious, more productive and more effective working group.

You will learn:

- **Board Basics:** focussing on modern governance for community groups, coming to grips with your financial and legal obligations and risk management for community group boards and committees
- **Board Building:** focussing on the keys to survival (recruitment and succession fundamentals), getting the nuts and bolts of policies and procedures right and developing better sub-committees.
- **Better Boards:** providing a Health Check for your board: assessing board effectiveness and individual board member effectiveness and managing the process of change.
- **Troubleshooting:** transforming dysfunctional boards and handling personality differences.
- **Using the Boards, Committees & Governance Centre:** focussing on the free resources available for community groups.

...Secrets of Successful Boards Seminar

Key Benefits:

- Australia's best value-for-money training
- Australia's most useful and practical governance training
- Training developed specifically for the community sector context
- Convenient locations - training provided in capital cities and regional centres throughout Australia and in other locations by arrangement
- Practical governance solutions that can instantly be applied in your committee/board
- Associate Membership of the Australian Institute of Community Practice & Governance for all course participants
- Engaging, experienced, approachable presenters and highly practical, interactive training

	Date	Time	Venue	Cost
NSW				
Sydney	5 June	10am-3pm	Hyde Park Forum 271 Elizabeth Street Room: Forum One	\$195
NT				
Darwin	26 June	10am-3pm	Holiday Inn Darwin 122 The Esplanade Room: Kakadu	\$195
QLD				
Brisbane	14 May	10am-3pm	Mercure Brisbane 85-87 North Quay Room: Burke	\$195
VIC				
Melbourne	21 May	10am-3pm	William Angliss Conference Centre Building A, Level 5, 555 LaTrobe Street, Room: Main Theatre	\$195

HOW TO BE RECOGNISED AS AN EFFECTIVE CHAIR



Effective chairing a of any meeting is critical to the success of the meeting and often of the organisation. Balancing guidance with direction is a skill that is often learned through trial and error but through this training course new, old and prospective chairs can develop strategies to ensure success.

The program provides remedies for the problem areas that have brought many community organisations undone and led to ineffective boards. The program is practical in nature, containing a mixture of real life examples and attendee participation.

...How to be Recognised as an Effective Chair

You will learn:

- why effective chairing is important
- the key roles of a chair
- handling the mechanics of any meeting
- encouraging participation and discussion
- handling conflict – dealing with the personalities
- chairing for success – reaching and presenting decisions
- chairing for the future – planning for succession

Key Benefits:

- Australia's best value-for-money training
- Australia's most useful and practical governance training
- Training developed specifically for the community sector context
- Convenient locations - training provided in capital cities and regional centres throughout Australia and in other locations by arrangement
- Practical governance solutions that can instantly be applied in your committee/board
- Associate Membership of the Australian Institute of Community Practice & Governance for all course participants
- Engaging, experienced, approachable presenters and highly practical, interactive training

	Date	Time	Venue	Cost
VIC				
Melbourne	7 May	9.00am-12:30pm	William Angliss Conference Centre Building A, Level 5, 555 LaTrobe Street, Room: Main Theatre	\$95

HOW TO BE RECOGNISED AS AN EFFECTIVE SECRETARY



The role of secretary in a community organisation is vital to the success of the organisation. Ensuring that records are accurate, timely and concise is the essential pre-requisite to allow your committee – and organisation – to rise above ordinary. In this program you will develop skills and processes to ensure that you can fulfil your obligations and be recognised as a valued asset for your community organisation.

...How to be Recognised as an Effective Secretary

You will learn:

- why an effective secretary is important
- the key roles of a secretary
- preparing for meetings
- how to record fact rather than fiction – good minutes
- working with the chair
- compliance with legislation – the public officer role
- planning for succession

Key Benefits:

- Australia's best value-for-money training
- Australia's most useful and practical governance training
- Training developed specifically for the community sector context
- Convenient locations - training provided in capital cities and regional centres throughout Australia and in other locations by arrangement
- Practical governance solutions that can instantly be applied in your committee/board
- Associate Membership of the Australian Institute of Community Practice & Governance for all course participants
- Engaging, experienced, approachable presenters and highly practical, interactive training

	Date	Time	Venue	Cost
VIC				
Melbourne	7 May	1:30pm-4:30pm	William Angliss Conference Centre Building A, Level 5, 555 LaTrobe Street, Room: Main Theatre	\$95

TRAINING CALENDAR

January to June 2009

	Certificate IV (Governance)	Winning Grants	Community Fundraising	Secrets of Successful Boards	Be an Effective Chair	Be an Effective Secretary
	\$1300	\$95	\$95	\$195	\$95	\$195
NSW						
Bathurst	10-13 March 9pm-4pm					
Sydney	17-20 March 9:30am-4pm 12-15 May 9:30am-4pm	8 May 9am-12:30pm	8 May 1:30pm- 4:30pm	5 June 10am-3pm		
Sydney *Hearing impaired session*	17-19 April 9am-5pm					
Albury	26-29 May 9:30am-4pm					
Newcastle	2-5 June 9:30am-4pm					
Broken Hill	13-16 July 9:30am-4pm					
NT						
Darwin				26 June 10am-3pm		
QLD						
Sunshine Coast	17-20 February 9:30am-4pm					
Brisbane	2-5 March 9:30am-4pm	15 May 9am-12:30pm	15 May 1:30pm- 4:30pm	14 May 10am-3pm		
Townsville	24-27 March 9:30am- 4:00pm	24 March 7pm-9:30pm				
Gold Coast	31 March - 3 April 9:30am- 4pm					
Brisbane	26-29 May 9:30am-4pm					
SA						
Adelaide	23-26 June 9:30am-4pm					
VIC						
Melbourne	23-26 March 9:30am-4pm	20 May 9am-12:30pm	20 May 1:30pm- 4:30pm	21 May 10am-3pm	7 May 9am-12.30pm	7 May 1.30pm- 4.30pm
Geelong	5-8 May 9:30am-4pm					
Melbourne	9-12 June 9:30am-4pm					
WA						
Perth	16-19 June 9:30am-4pm	19 March 9am-12:30pm	19 March 1:30pm- 4:30pm			

What People Say about our Training



As a clinical social worker with over 20 years experience, I learnt more from you in 45 minutes than I have learnt from ANY inservice training attended. Many I have paid an absolute fortune for.
Sue, Manly



It was the best run, most practical and productive workshop I have been to in 10 years.
Frank P.



We just found out we were successful and have received a grant of \$71,000 for our kinder. Your seminar was the inspiration for me to seek and apply for grants. It was an excellent seminar and truly a community service unparalleled.
Heather R.



The seminar was really good. Great info and moved at a good speed. Never again will I allow meetings to drag on!



Although I have an MBA, I found this seminar gave me a lot of ideas on how to create "shortcut" or fast facts for future use.



Everything was interesting. I found that with the information presented I will now be able to think a lot more logically and practically.



AICPG

The Australian Institute
of Community Practice
and Governance

AICPG:
The Training
Division of:



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Printed on 100% Recycled Paper. For every tonne of Tudor RP purchased, \$100.00 is donated to Landcare to assist with recreating old landfill sites around Australia.