



Running a Community Organisation with Sarah Gibb from Community Waikato

This four session series is designed to cover the practical basics of running a community organisation be it a Charitable Trust or Incorporated Society.

The series will be facilitated by Community Waikato Advisors.

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| <p>1. Wednesday MAY 8 The legal structures: What are they? Our legal obligations? Understanding the founding document What are the roles and responsibilities of the committee/board members?</p> | <p>2. Wednesday MAY 22 The Nuts & Bolts of meetings: Running meetings, keeping minutes, managing the relationships between the operations and board (especially when they are one and the same), managing board work such as developing policies.</p> |
| <p>3. Wednesday JUNE 5 Group Management Tools: Styles of learning and personalities, group dynamics, conflict of interest. Facilitation skills.</p> | <p>4. Wednesday JUNE 19 Planning: How and when and for what? Strategic, operational, financial, annual, project, planning cycles.</p> |

To be held: Wednesdays: May 8 and 22 and June 5 and 19 2019
@ Community Waikato, 33 Victoria Street, Hamilton from

Sessions are fortnightly from 9.30am – 12.30pm. Morning tea will be provided.

Cost is \$75 for the series

[Click here for online registration](#)

Parking: there is a coin only pay and display HCC carpark next door with limited parking available (\$4 per day) and a parking building round the corner in Knox Street (\$6 per day). There is a bus stop right outside the building. **Please do not** park in Community Waikato's staff parking area. If registering online is not an option for you please contact Sally, 07 8381583 or sally@communitywaikato.org.nz