



COMMUNITY  
WAIKATO

"Supporting strong communities"  
Hei tautoko kia tuu pakari ai ngaa haapori

AWESOME ORGANISATIONS

# HAMILTON EARLY TUESDAY CLUB

## Supporting our Community Sector Managers and Coordinators

### 2015 programme

- **21 April: Working with your Founding Documents.** Understanding and incorporating the organisations legal document into your decision making.
- **19 May: Planning for your organisation.** Strategic plans, business plans, operational plans, work plans and project plans. What does your organisation actually need?
- **16 June: Policy writing.** Policy writing and development is a necessary yet often difficult task for organisations to do. This workshop will help demystify the process and provide you with some useful tools to make this task easier.
- **21 July: Making the most of meetings.** How do we ensure we get the most out of all meetings and take effective minutes?
- **18 August: Preparing an annual report.** Determining what should be included in a good annual report and ways to present it.
- **15 September: Managing Risk.** Risk management is an important responsibility within every organisation. This workshop will help you understand, recognise and mitigate risks within your organisations
- **20 October: Reading financial statements.** Basic financial literacy, recognising and explaining financial statements.

The programme, held at Community Waikato, 33 Victoria Street, Hamilton, involves a series of short workshops from 9.00 to 10.00 am on the 3rd Tuesday of the month from April to October where you will learn and share management tips, collect a range of supporting resources over the year and have the opportunity to network with other community sector managers and coordinators. And all for the minimal cost of \$50 for the entire programme which also include purpose developed resources.

[To register please click here](#)

**Please note** there is a coin only pay and display HCC carpark next door with limited parking available (\$1 per hour), usually some roadside parking close by, a parking building round the corner in Knox Street and a bus stop right outside the building. **Please do not** park in Community Waikato's staff parking area. Tea , coffee and bikkies provided.

For any information please contact Sally 07 2820744 or [sally@communitywaikato.org.nz](mailto:sally@communitywaikato.org.nz)