



Professional Development for Community Groups

Course Content

Course One – Strategic Planning

- The importance of planning
- The planning process
- The components of strategic planning, ie, mission statements, service statements, operational plans, financial plans
- Monitoring progress

Course Two – Governance and Management

- The distinction and relationship between governance and management
- Governance – roles and responsibilities
- Management – roles and responsibilities

Course Three – Legal Requirements for Organisations

- Characteristics of legal structures
- Requirements for incorporated societies and trusts
- Taxation and charitable status
- Employer responsibilities

Course Four – Funding

- Preparing a funding proposal
- Appropriate wording of proposals
- Supporting documentation
- Budgets
- Accountability to funders

Course Five – Collaboration/Partnerships

- Purpose of partnerships
- Types of partnerships – networking, co-ordinating, co-operating, collaborating
- Mapping organisational relationships

**Courses 1-4 are five hours each, spread over 2, two and a half hour sessions
Course 5 is one 2 ½ hour session**

REGISTRATION FORM

Community Groups Professional Development Course

Name:			Designation:		
Organisation:					
Address:					
Telephone:			Mobile:		
Email:			Fax:		
Cost: \$20 per course or \$50 for all five courses					
Course No.	Session	Date	Time	Cost	
1	Strategic Planning	20 July & 27 July	9.30am-12noon	\$20	
2	Governance and Management	3 August & 10 August	9.30am-12noon	\$20	
3	Legal requirements for organisations	17 August & 24 Aug.	9.30am-12noon	\$20	
4	Funding	31 August & 7 Sept.	9.30am-12noon	\$20	
5	Collaboration/Partnerships	14 Sept	9.30am-12noon	\$10	
			TOTAL		
OR FULL COURSE TOTAL				\$50	

Payment enclosed

Please invoice organisation (at above address)

All sessions will be held at
 Conference Room, 1st Floor
 Gymsports Building, Bruce Pulman Park,
 Walters Rd, Papakura

Registration priority will be given to groups operating in the Papakura District. Please contact Leora Hirsh at Papakura District Council for further information – lhirsh@papakura.govt.nz
Certificates of attendance will be awarded