

3rd March 2010...save the date
it's your **invitation**

**2010
Voluntary &
Community
Sector
Conference,**
Workshops,
Networking
& exhibition area

to join us for...



DON'T MISS THIS OPPORTUNITY

the **venue**

Latimer Place
Latimer
Chesham, Bucks
HP5 1UG

9.30 — 4.00

WORKSHOPS

- 1) What's Important when Representing the Voluntary Sector
- 2) IT Security—Survival in the Digital Era
- 3) How to Write Compelling Marketing Words
- 4) Governance Code
- 5) Planning your Fundraising Strategy
- 6) Health Checks : Building Bucks Project
- 7) Volunteers with Expert Skills
- 8) How to Build a Free Website
- 9) Make your Volunteering Opportunities Sizzle

RESERVE YOUR WORKSHOPS NOW

See workshop details on next page...

**keynote
speaker**

Debra Allcock Tyler
Chief Executive of the
Directory of Social Change

Debra Allcock Tyler is the Chief Executive of the Directory of Social Change - a leading source of information and training to the voluntary and community sector. The Directory of Social Change (DSC) has a vision of an independent voluntary sector at the heart of social change and sees the activities of charities and other voluntary organisations as crucial to the health of society. The DSC campaigns on issues that affect the sector and view their role as that of a 'concerned

citizen', acting as a champion on behalf of the voluntary sector in its widest sense. The DSC asks critical questions, challenges the prevailing view, and tries to promote debate on important issues.

Key appointments include being a Trustee of MedicAlert®, the Chair of the Small Charities Coalition and a member of the Charity Commission's SORP Committee. She is an internationally published author on leadership and management.

take up to 3 workshops...learn something new

Please select your choice of workshops and register to reserve your place. You'll have a great time and develop new skills.

For some topics, you will be able to book a priority place at future training sessions.

The details below will help you to select from the wide range of short workshops sessions on offer. During each session the facilitator will be able to answer any questions you may have and signpost to more information. The sessions at the conference are open to everyone and for several of these topics longer training will be arranged subject to sufficient interest.

Workshop 1—The role of the Super Rep: What's important when representing the Voluntary Sector?

For anyone who attends meetings representing their own or other groups

Do you ever attend meetings on behalf of your voluntary group? Do you feel skilled and confident? If so then perhaps you are a Super Rep!

Does anyone else ever attend meetings on your behalf? Are you confident that they influence others effectively? Are they a Super Rep? Come along to this workshop and find out more.

Based on Skilling Up for Stronger Voices, the national skills framework for third sector representatives.

By the end of this workshop you will have:

- Defined your Super Rep – identifying skills and attributes you would like the people who represent you to have
- Reflected on your own potential to be a Super Rep
- Identified actions to help you represent the voluntary sector more effectively

Facilitator: *Diane Rutter, Chief Officer, Voluntary Action (Chiltern & South Bucks)*

Workshop 2—IT Security—Survival in the Digital Era

For Trustees, Managers, Decision Makers and Administrators

The workshop explains how the protection of IT assets has become a matter of survival and describes an approach to address the issue. In the last few years organisations have come to rely more on IT for data processing, communication and exchanging information.

Information has become one of the most important assets of organisations and needs protection like any other asset. The content is laid out in simple terms and intended for non technical people.

Facilitator: *Deepinder Singh Chhabra, Director, TGTCL*

Workshop 3—How to Write Compelling Marketing Words

For anyone who writes to capture interest and support in their organisation

This intensive, practical workshop will describe a series of tips and ideas which will help you to get better results from your marketing copy. Nigel will discuss simple changes that can make all the difference to your copywriting results.

Facilitator: *Nigel Temple, Marketing Consultant, Speaker and Author*

Workshop 4—Governance Code—a matter of compliance or a route to high performance?

For Trustees, Directors and or members of management committees

How good governance can help you achieve better outcomes for your organisation.

Explore what you can do to improve the effectiveness of your board in this interactive session.

Facilitator: *Rachael Block, Trustee of Voluntary Action*

Workshop 5—Planning your Fundraising Strategy

For those involved with fundraising or project development for their community groups

Introduction to fundraising, budgeting, developing a strategy to raise funds, identifying need and outcomes, finding potential funders, submitting applications.

Delegates will be informed about the processes that have to be undertaken to give the best chance of a successful funding outcome.

Facilitator: *Laurie Johnson, Funding Advice Officer, Bucks Community Action*

take up to 3 workshops...sharpen your skills

All of our workshops are facilitated by people who really know their subject and are eager to share their knowledge with you.

The workshops will help you understand the challenges and opportunities ahead.

Networking opportunities are often cited as one of the main reasons for attending a conference. Come along and connect with others at the conference.

Networking today may equal opportunities tomorrow.

Workshop 6—Health Checks : Building Bucks Project

For any organisation, no matter what their size

Do you ever wonder if your group is delivering to its fullest potential?

In an environment of increasing competition, and smarter funding application and tendering procedures, this is a great time to see if your organisation is fully fit for these challenges.

Graham and Paul will conduct a health check with your organisation which will give you confidence that systems are in place to be an effective organization and it may even identify areas for improvement. Tailored help and support will be available.

By the end of this workshop you will have:

- A clear understanding of how the Health Check process will work.
- Knowledge of the key areas that the Health Check will look at in your organisation.
- The benefits that you can expect to see.



Facilitators: *Paul Barker, Project Manager, Graham Ross, Project Officer, Bucks Community Action*

Workshop 7—Volunteers with Expert Skills

For Trustees, Managers, Fundraisers and Volunteer Co-ordinators

Employer Supported Volunteering and Interim Expert panels can add value—practically, strategically and financially to an organisation. Find out more about:

- Employer Supported Volunteering and its benefits
- Interim Experts and the specific tasks/projects that can be undertaken
- Steps needed to identify opportunities for team volunteering— typically to last one or two days.
- How to identify skills based volunteering gaps e.g. marketing, accounts etc

Facilitators:

Lucie Maldoom, Project Manager, Volunteer Workout, Malcolm Moore, Interim Expert Volunteers Coordinator

Workshop 8—How to Build a Free Website

For anyone who wants to improve their website

Every organisation needs a website these days, but may not have the funds to pay for one.

Wordpress.com offers a free option, which may work as the first step for many groups as well as being an option for people who want to replace an existing site.

This workshop will introduce you to wordpress.com, give an overview of the skills needed to use it and provide a chance to ask questions about your needs and how free tools may be able to help.

Facilitator: *Mark Walker, SCIP, ICT Champion South East England*

Workshop 9—Make your Volunteering Opportunities Sizzle!

For anyone who wants to develop volunteering opportunities within their organisations, or who already recruits volunteers.

We aim to provide top tips on how to develop and promote exciting and inspiring opportunities.

This will include guidance on how to improve the range and type of roles you can offer to volunteers to help your organisation move forward. It will also provide pointers on how to write descriptions of these roles in interesting and imaginative ways to attract the volunteers that you need.

For example, younger volunteers or people who may have great skills but only a little time.

Facilitators: *Joy Johns, Chris Hodgetts, Bill Dempsey, Volunteer Centre Managers*

RESERVE YOUR PLACE TODAY
CALL 01895 837545
email:office@voluntaryaction.org

DELEGATE INFORMATION

Please print

Name

Organisation Name

Address

Post Code **email**

Phone **Mobile**

Special Requirements

PLEASE REGISTER ME TO ATTEND THE FOLLOWING 3 WORKSHOPS

- 1) The role of the Super Rep: What's important when representing the Voluntary Sector
- 2) IT Security—Survival in Digital Era
- 3) How to write compelling Marketing Words
- 4) Governance Code—Compliance or route to High Performance?
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CONFERENCE FEES

The conference fee includes your 3 chosen workshops, refreshments, a hot/cold buffet lunch and an opportunity to network. Conference packs with

personalised agenda and workshop times will be allocated to all delegates with your confirmation of registration.

EARLY BIRD REGISTRATION *

Voluntary Sector Organisations £10
*Early bird rate available until 1st February 2010

STANDARD REGISTRATION

Voluntary Sector Organisations £30
All Other Organisations £80

Please invoice me, my PO number

My Cheque is enclosed for amount £

Please make your cheque payable to Vale Volunteers
and return with the registration form in the reply paid envelope or mail to:
Voluntary Action • c/o SBDC Offices • Capswood • Oxford Road • Denham • Bucks • UB9 4LH