

Information and Workshops

Introduction to Tendering

31st January 2012, 9.30am - 4pm

Venue: to be confirmed

Tutor: Liz Cook & Nicola Llewelyn

This one-day introductory workshop aimed at organisations with no experience of tendering.

By the end of the session participants will:

- Understand the difference between grants and contracts
- Have increased knowledge in the area of tendering
- Understand the stages involved in the tendering process
- Be able to explore the potential of joint working

A free workshop supported by Enterprising Communities & WCVA

Chairing for Success

15th February 2012, 10am - 1pm

Venue: PAVS, Haverfordwest

Tutor: Liz Cook

By the end of the session participants will:

- Understand the role of the Chair and consider the knowledge and skills required.
- Understand the preparation and planning needed for success
- Be able to identify tools to work towards a successful meeting

A free workshop supported by Enterprising Communities

Basic Book Keeping & the Role of the Treasurer

29th February 2012, 10am - 1pm

Venue: PAVS, Haverfordwest

Tutor: Angela Dewitt & Liz Cook

By the end of the session participants will:

- Understand basic accounting terms and concepts
- Have an overview of the legal requirements in relation to the size and structure of the organisation
- Know how to set up and maintain a simple bookkeeping system
- Know how to set up a petty cash system
- Be able to produce a basic financial report for the Management Committee
- Understand the role and responsibilities of being a Treasurer

A free workshop supported by Enterprising Communities and Collaborative Communities

An introduction to recruiting and keeping volunteers

Dates: 7th March 2012, 10.00am-4.00pm

5th July 2012. 10.00am-4.00pm

Venue: PAVS, Haverfordwest

Tutor: Caroline White

The one-day workshop looks at the development of good practice in recruiting and keeping volunteers. It provides information and advice on policies and procedures which are relevant to running a professional volunteering programme including organisational policies that impact on volunteering, marketing, recruitment, induction, training, support and supervision.

Each section relates to the different stages of volunteer management and highlights the various issues involved with recruiting volunteers.

This session will be useful for: new volunteer managers or existing volunteer managers who would like to improve their skills and knowledge. This session is also useful for trustees of organisations that manage volunteers.

Each organisation that attends will receive a copy of the "How to...Develop a Volunteer Initiative Toolkit"

Funding your Future-an introduction to preparing a sustainable fundraising strategy

13th March 2012, 10am - 1pm

Venue: PAVS, Haverfordwest

Tutor: Lorna Livock

Useful for any group wishing to gain a further insight into planned fundraising.

By the end of the session participants will:

- Understand what a fundraising strategy is, and why they need one
- Be able to explore and extend their fundraising options
- Be able to construct a realistic sustainable fundraising strategy

A free workshop supported by Collaborative Communities

How to be an Effective Secretary

28th March 2012, 10am - 1pm

Venue: PAVS, Haverfordwest

Tutor: Anne Isaac

This workshop is suitable for new secretaries of voluntary organisations as well as for more experienced secretaries who wish to update or formalise their knowledge.

By the end of the session participants will:

- Understand the key responsibilities of the Secretary,
- Know the importance of the governing document to the position of Secretary,
- Understand the position of the secretary in relationship to other honorary officers and staff,
- Be able to discharge a range of key duties including preparing the agenda and minutes.

A free workshop supported by Collaborative Communities

Roles and Responsibilities-What every committee member needs to know!

16 May 2011, 10am - 1pm

Venue: PAVS, Haverfordwest

Tutor: To be confirmed

This workshop is for new committee members and more experienced members who want an update.

By the end of the session participants will:

- Have a clear understanding of roles and responsibilities of committee members
- Understand the importance of the governing document
- Understand the responsibilities associated with a legal structure
- Be familiar with the requirements of external regulatory bodies
- Identify potential liabilities and how to guard against them

This workshop can also be tailored to your organisation and delivered at a time and place to suit you.

A free workshop supported by Collaborative Communities

Gift Aid Workshop

May 2012 (date to be confirmed), 10am - 12 noon

Venue: Haverfordwest

Tutor: Eileen Kinsman - WCVA Giving Wales Officer

Aimed at charities and sports clubs that are not registered to claim Gift Aid, as well as those that are already registered but want to ensure they are claiming full entitlement

This workshop will consider the process of registering for and claiming Gift Aid in five simple steps.

The session will cover how to:

- Register with HMRC to claim Gift Aid
- Encourage your donors to complete Gift Aid declarations
- Maintain appropriate records
- Make a claim for Gift Aid
- Promote Gift Aid
- Ensure your organisation complies with relevant legislation and best practice
- Know where to go for further information, help and advice

A free workshop supported by Collaborative Communities

Charities & VAT - What are the implications?

14 June 2012, 10am - 12.30pm

Venue: PAVS, Haverfordwest

Tutor: Eleri Roberts & Denise Davies - Her Majesty's Revenue and Customs (HMRC)

A free session ideal for organisations that want to familiarise themselves with the requirements of VAT registration and for those who want to know the pros and cons of registering.

By the end of the session participants will:

- Understand VAT and its implications for voluntary organisations
- Understand the advantages and disadvantages of VAT registration
- Know how to register with the HMRC
- Understand the reduced rate and zero rated supplies
- Understand VAT return requirements

How to take good minutes

26 June 2012, 10am - 1pm

Venue: PAVS, Haverfordwest

Tutor: To be confirmed

Useful for new minute takers or those who want to update their skills and knowledge

By the end of this session participants will:

- Understand the legal and practical purpose of minutes
- Be able to evaluate the style and content of minutes
- Understand the role of the minute taker
- Have explored top tips for writing effective minutes

A free workshop supported by Collaborative Communities

Funding Strategy - Survival and Resilience Workshop

Part 1 - 27 June 2012, 9.30am - 1pm

Part 2 - 4 July 2012, 9.30am - 1pm

Venue: PAVS, Haverfordwest.

Tutors: Kevin Doolin & Wendy Marmara

By the end of the sessions, participants will:

- Understand the pros and cons of different funding sources
- Be able to use business tools for strategic development
- Have developed a bespoke action plan for their organisation to begin moving towards a more secure financial future

A free workshop supported by Collaborative Communities

Local Safeguarding Children Board Approved Tier 1 Training (Child Protection)

Venue: PAVS, Haverfordwest

Tutor: Lee Hind

This workshop can be delivered upon demand, contact PAVS to register your interest

This two hour session will be useful for those who work with children and young people directly or those who work in an organisation that counts children and/or young people as clients.

By the end of this session participants will:

- Be aware of their safeguarding responsibilities
- Understand what to do if they have concerns about the welfare of a child or young person
- Know who to report their concerns to
- Understand what will happen after those concerns have been reported

This session is **free** to all voluntary and community groups in Pembrokeshire.

To book a place on any of these workshops, or for more information, please contact the PAVS Development Team on 01437 769 422 or development@pavs.org.uk