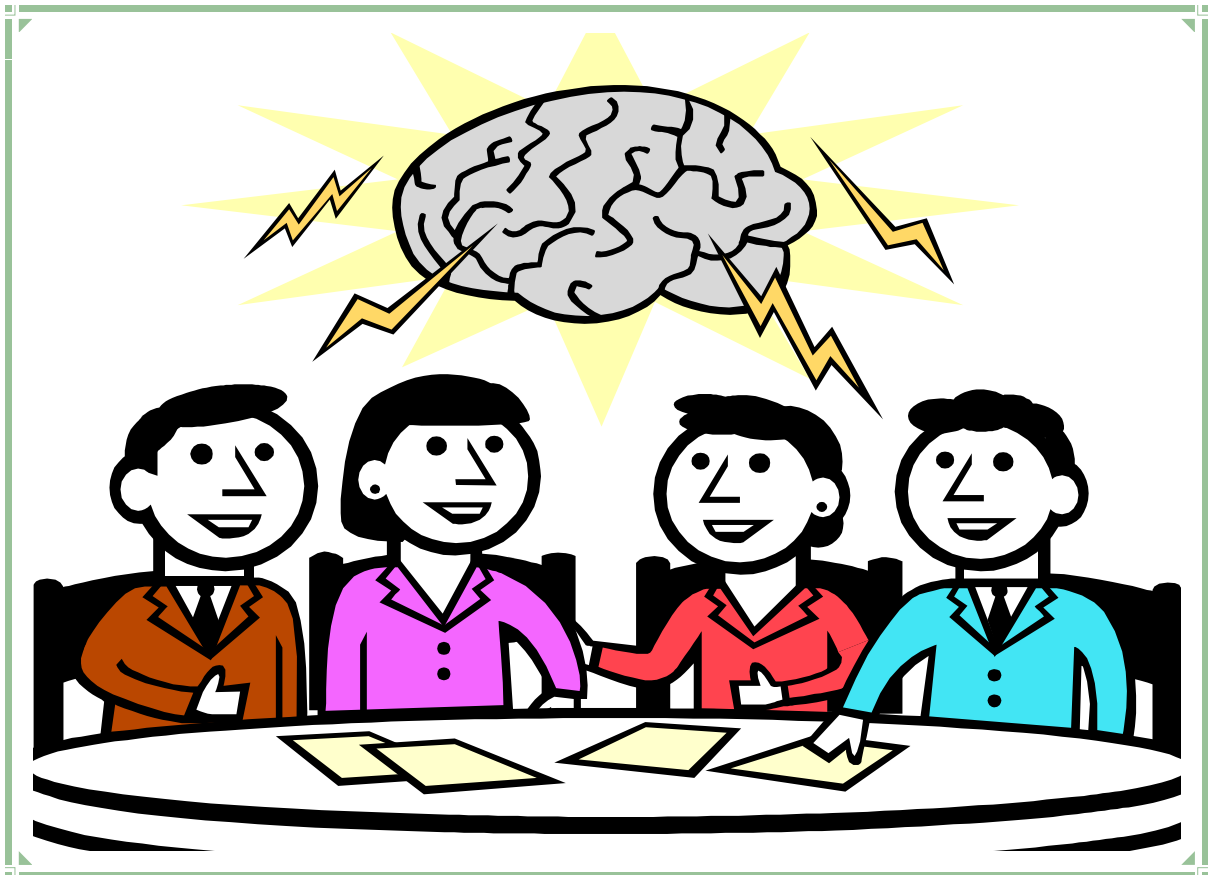




# **MANAGEMENT COMMITTEE ROLES & RESPONSIBILITIES WORKSHOPS**



**WORKSHOP PROGRAMME**

**FEB-MAR 09**

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# MANAGEMENT COMMITTEE ROLES & RESPONSIBILITIES WORKSHOP PROGRAMME SPRING 2010

## ROLE OF THE CHAIR

### **Who is it for?**

Those who are currently or considering the role of Chairperson of an organisation

### **What will I learn?**

Participants will gain an understanding of committees and the role the chair plays within the committee and how to work together for effective leadership

**When :** Wednesday 17th February 9.30-12.00

**Where:** HAVCO Meeting Room

## ROLE OF THE SECRETARY

### **Who is it for?**

Those who are currently or considering the role of Secretary of an organisation

### **What will I learn?**

Participants will gain an understanding of committees and the role the Secretary plays within the committee and how their role can be pivotal in the effectiveness of the committee

**When :** Wednesday 24th February 9.30-12.00

**Where:** HAVCO Meeting Room

## ROLE OF THE TREASURER

### **Who is it for?**

Those who are currently or considering the role of Treasurer of an organisation

### **What will I learn?**

Participants will gain an understanding of committees and the role the treasurer plays within the committee and to understand their legal responsibilities

**When :** Thursday 4th March 9.30-12.00

**Where:** HAVCO Meeting Room

# APPLICATION FORM

Name of person attending .....

Position in organisation.....

Organisation .....

Address.....

.....

Telephone Number.....

Email address.....

Workshop chosen (please tick):

Role of the Chair

Role of the Secretary

Role of the Treasurer

Special needs.....

Signature ..... Date .....

Please return forms as soon as possible to :  
Sue King, Training & Skills Development Officer  
Haringey Association of Voluntary and Community Organisations (HAVCO)  
Room 334, Lee Valley Technopark, Ashley Road, Tottenham Hale, London N17 9LN  
[suek@havcoharingey.org.uk](mailto:suek@havcoharingey.org.uk)

## HAVCO WORKSHOP BOOKING POLICY

Please complete the booking form and monitoring form and forward it to HAVCO, do keep a copy for your personnel records.

Ensure you book well in advance to avoid disappointment, as workshops may become full.

Let us know of any special needs that you may have well in advance of the training programme. If possible we will meet your needs but cannot promise to do so.

Selected organisations will be notified before the course. Contact us immediately if your details are incorrect or you have not received a reply.

Please come on time. Those arriving 30 minutes or more late may be refused entry to the Workshop.

The Workshops **free** and are open all VCS to organisations based in Haringey. We are operating a first come first served policy, so book early as places are limited. If demand exceeds places available we will endeavour to run further workshops

