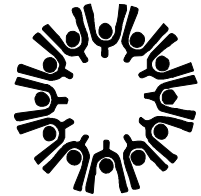


Cambridge Council for Voluntary Service **Spring/Summer 2010 Training & Events** **Programme**



8th June

12-2.00pm

Voluntary Sector CEO's Forum

Llandaff Chambers

All Chief Executives, Managers or Directors of Voluntary Groups in Cambridge City and South Cambridgeshire are invited to this quarterly lunchtime forum.

17th June

9.30-12.30pm

Understanding the procurement process

Llandaff Chambers

This event will cover issues such as knowing how and where to look for tendering opportunities, how to complete a PQQ well and understanding how scoring systems and weightings work. Come along and find out how to prepare bids more effectively and improve your chance of success. This event will be led by Ian Stewart, former Head of Procurement at Cambridge City Council.



29th June

9.15-1.00pm

Faith and Social Action Network

Upper Hall, St Andrew's Street Baptist Church

This half day event will bring together Cambridge Faith groups who deliver social action to explore issues which affect them, including how equalities legislation may impact on faith groups. Followed by networking lunch

5th July

9.30am – 12.30pm

Basic Book-keeping

Upper Hall, St Andrew's Street Baptist Church

This half day event is aimed at small to medium size voluntary organizations with less than a £25,000 turnover. It will cover procedures for recording financial information including book-keeping systems and accounting software, petty cash, payroll options, keeping to charity accounting regulations.

13th July

9.30am – 12.30pm

Good Governance

Upper Hall, St Andrew's

Street Baptist Church

Come along and assess how well your organization is governed and how to improve its effectiveness. Find out how to ensure that your Board fulfils its legal and regulatory duties and operates in line with its mission and values



15th September

9.30-12.30pm

Service Monitoring and Evaluation

Llandaff Chambers

Understanding and being able to demonstrate the outcomes of your work is key to delivering effective services and attracting funding. This half day event will equip groups to introduce an outcomes focus into their organisation. Two people from each group are encouraged to come to gain maximum benefit. This course is delivered by **Ruth McCallum** from CCVS.

To book places on courses, contact CCVS on 01223 464696 or enquiries@cambridgecvs.org.uk Courses are free to CVS members and places may be available to other groups. A charge of £40 is made for places not taken up or cancelled within 48 hours of the event.



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