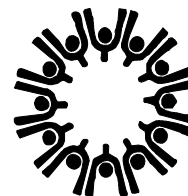


# Cambridge Council for Voluntary Service Training & Events January - March - 2012



**18<sup>th</sup> January**                      **Duties of Trustees**  
**09:30 - 12:30pm**                      **Llandaff Chambers**

This session is for experienced trustees or those who advise and brief them. It will revise key trustee responsibilities include some of - operational and governance liabilities, financial issues, managing different types of risk, board diversity and succession planning, planning for change.

**23<sup>rd</sup> February**                      **Leading and Delivering Projects**  
**10:00 – 3:00**                      **Skoulding Suite, March Town Hall**

This highly practical introductory course will provide you with the essential skills, tools and techniques that you need to carry out your project management role. The session will cover the different roles and responsibilities, planning and implementing a project, monitoring and tracking progress as well as reviewing. This session is a must for those new to project management and for those who want to refresh their skills.

**6<sup>th</sup> March**                      **Duties of Trustees**  
**17:30 – 20:00**                      **The Oasis Community Centre, St Michaels Avenue, Wisbech**

This **evening event** has been designed for community group trustees who work during the day and would benefit from revising some of the key trustee responsibilities including operational and governance liabilities, financial issues, managing different types of risk, planning for the future. This event will be preceded by a small buffet tea at 5:00pm.

**15<sup>th</sup> March**                      **Full Cost Recovery**  
**09:30 - 12:30pm**                      **Llandaff Chambers**

This session will look at different types of costs, cost allocation and full cost recovery models. It is ideally suited for those responsible for writing funding applications and also for delegates who have attended the CCVS 'Budgets and Cash Flow' course and want to develop further. Please bring a calculator.

**30<sup>th</sup> March**                      **Marketing your group to others**  
**10:00 – 16:00pm**                      **The Orchard Park Community Centre, Cambridge**

This all day event is being delivered by Douglas Brown, public relations expert in both the business and voluntary sector. The session is a must for organisations delivering services in a competitive marketplace. The session will cover: branding, writing and designing marketing materials, new media, the role of publics and stakeholders and selecting relevant messages for different audiences. To find out more please contact Yvonne on [Yvonne@cambridgecvs.org.uk](mailto:Yvonne@cambridgecvs.org.uk). Lunch will be provided.

Sessions are free to CCVS members or £40 for non-member groups.  
To book contact CCVS on 01223 464696 or [enquiries@cambridgecvs.org.uk](mailto:enquiries@cambridgecvs.org.uk), or fill in a booking form

