



# Developing a Successful Board

**Date:** 27<sup>th</sup> August 2013

**Time:** 9.30am to 12.30pm

**Place:** Waitakere Community Resource Centre, 8 Ratanui St, Henderson (see below)

**Cost:** \$45.00

A healthy board is integral to the success of any community organisation. The half-day introductory course will help you to understand your legal and practical responsibilities as a committee/board member, and how you can create a more productive and effective working group.

What You Will Learn:

- **Board Basics;** focussing on modern governance for community groups. Coming to grips with your governance and legal obligations and risk management for boards and committees.
- **Board Building;** the keys to survival, tools to get policies and procedures right and developing effective board members and sub-committees.
- **Better Boards;** providing a health check for your board; assessing board effectiveness and individual board member effectiveness. Tips on managing a process of change.

**Facilitator:** Carol Scholes, Threshold Management

Carol Scholes is the owner and director of Threshold Management and Coaching, a consultancy specialising in working with organisations who want to take the next step in the development of their business. Carol has over 25 years of management experience working in commercial and not-for-profit organisations both in New Zealand and Australia.

Carol has a Bachelor of Business in Human Resource Management, Graduate Diploma in Dispute Resolution (Mediation), and Certificate in Coaching. She is a qualified trainer using accelerated learning techniques, an accredited life coach with the International Coach Federation, Affiliate Member of the Arbitrators and Mediators Institute of NZ and a volunteer Business mentor with Business Mentors NZ.

**Numbers are limited. Book now to avoid disappointment.**

To book contact Mandy Spencer on [info@communitywaitakere.org.nz](mailto:info@communitywaitakere.org.nz) or 09 838 7903

## GETTING HERE & PARKING:

The Waitakere Community Resource Centre is located at 8 Ratanui St, Henderson. Access is up the service lane directly behind the shops – we are on top of the grassy bank, next to Harvey Norman.

If driving please note **there is no visitor parking on site**, your best parking options are:

- The multi-storey Wilsons car park, entrance off Trading Place, \$1.00 per hour
- Public car park on Corbans Hill, Great North Rd (5 min walk) \$4.00 per day
- Public car park next to The Falls restaurant, Alderman Drive, (5 min walk) \$4.00 per day
- Henderson Valley Rd, just under railway bridge, 3 hour free parking. 5 min walk
- Side Roads – free, with a walk.
- If taking public transport, you can catch a train to Henderson Station and walk for 5 minutes up Ratanui St or catch a bus and alight across from Unitec. Check out [www.maxx.co.nz](http://www.maxx.co.nz) for your public transport options.

## WAYS TO REGISTER:

**Email:** [info@communitywaitakere.org.nz](mailto:info@communitywaitakere.org.nz)

**Phone:** (09) 838 7903

**Fax:** (09) 838 7206

**Mail:** Community Waitakere, PO Box 21-068, Henderson 0650, Auckland

## PAYMENT OPTIONS

**Cheque:** Payable to Community Waitakere Charitable Trust

**Direct Credit:** ASB - 12 3039 0827981 00 - with your name as reference.

## CANCELLATIONS & REFUNDS

Cancellation notice of more than 10 working days prior to the event is fully refundable, cancellation notice of less than 10 working days prior to the event NO REFUND. Substitution of attendees is allowed; written notice is required for cancellations and substitutions; no transfers between events.

## POINTS TO NOTE

- All bookings must be paid prior to event or by arrangement with Community Waitakere.
- Course details are correct at time of publication; however dates, times and venues may change. Any changes will be advised via email, please provide a correct email address during registration.
- Community Waitakere reserves the right to cancel workshop dates if event registration numbers are less than 10, in this instance a full refund will be given.

Location Map:

