

Professional development for volunteers

- Time spent working on your organisation. Not a dry theory lesson but a dynamic, facilitated interchange of ideas and experiences.
- Accessible, effective tools to take away with you in a high quality resource kit that is customised to your organisation.
- A Nationally Recognised Course, offering recognition of your skills and knowledge.
- Delivered by experienced and qualified facilitators who have been at the coal face of voluntary activity.
- Researched and tested in the field by small community based organisations.

And this is what previous participants said:

"I have learnt invaluable practices that can be used immediately."

"Stimulating and informative, I have gained information that will be of use to my community."

"I highly recommend these for the purpose not only of learning from the tutor, but for the marvellous networking and idea-sharing that occurred amongst all participants."

creative volunteering

A Regional Arts Australia Initiative

no limits

Cairns & Innisfail Workshops

Proudly hosted by ARTS NEXUS Inc.

24 May

Network within Communities – CVNWC01A

25 May

Plan and Program Events – CVPPE06A

31 May

Carry Out Business Planning – CVBSP02A

1 June

Develop Funds and Resources – CVFAS03A

2 June

Undertake Marketing – CVMGP04A

14 June

Work with Collections - CVWWC05A

21 June

Contribute to Effective Organisation Governance – CVGOV07A

22 June

The People Factor – CVTPF08A

Where

Innisfail State High School, Library
Stitt Street, Innisfail.

This venue is accessible for people with disabilities.
A map will be provided on enrolment.

All Sessions 9am – 4pm

Cost \$25 per workshop

Spaces are limited – bookings are essential

To enrol or for more Information please contact

Arts Nexus Inc. on: ph 07 4051 4433

or www.artsnexus.com.au

Queensland Arts Council, Kevin Hides

Phone: 3846 7500 Email: kevin.hides@qac.org.au

Or visit www.qac.org.au

Registered Training Organisation:
Volunteering Qld Inc. National Provider Code: 6020
Accredited Course Number: 40380SA



arts access statewide...



MANAGE THRIVE
& SURVIVE
FUNDING MARKETING
NETWORKING
BUSINESS DEVELOPMENT
EVENTS SKILLS

CREATIVE
VOLUNTEERING
WORKSHOPS



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What is it about?

Creative Volunteering - No Limits is a nationally recognised short course comprising of eight one-day workshops designed to assist small, community-based, largely volunteer-run organisations to manage, survive and thrive.

Who can participate?

Anyone who is, or would like to be involved in the running of any community based organisation in regional Australia. The workshops are especially designed to assist community organisations where volunteers do all or a large share of the work in running that organisation. Together, these workshops provide a comprehensive set of resources to support your organisation well into the future.

What will I gain?

A great opportunity for networking and sharing your skills and knowledge. **Creative Volunteering - No Limits** is a nationally recognised short course. This means that participants will be eligible to gain Statements of Attainment for individual workshops that enable recognition of prior learning from other nationally recognised training and a formal qualification.

Course structure

The course is made up of eight self-contained, one-day workshops, comprising three core modules and five electives. To complete the course you will need to do the three core and two elective modules. However, you can undertake workshops on an individual basis and you will receive a Statement of Attainment for each module.

NETWORK WITHIN COMMUNITIES

CVNWC01A (Core)

Network within Communities concentrates on how to establish and maintain successful networks within and across communities. It covers key concepts and practical exercises dealing with the nature of networks, identifying network opportunities and effective networking tools to suit an organisation

CARRY OUT BUSINESS PLANNING

CVBSP02A (Core)

Carry Out Business Planning covers the essential areas of how to contribute to planning and management for regional not-for-profit and cultural organisations. Participants will look at where their organisation is now, where they want to be and how to get there. They will draft key elements of a Business Plan.

DEVELOP FUNDS AND RESOURCES

CVFAS03A (Core)

Develop Funds and Resources focuses on developing strategies and preparing proposals for funding, sponsorship and other resourcing options. It will work through developing the basics of a grant or sponsorship application for funding or other resources and get participants to identify and target potential sources of support.

UNDERTAKE MARKETING

CVMGP04A (Elective)

Undertake Marketing looks into developing a marketing plan suitable for not-for-profit and cultural organisations. Activities will include exploring the purpose the uses of a marketing plan, identifying target markets and developing practical actions to help an organisation to position and present itself effectively.

WORK WITH COLLECTIONS

CVWWC05A (Elective)

Work with Collections covers the essential areas of working with cultural collections including ways of linking with the community, planning a collections strategy, developing a collections policy, assessing the significance of objects and/or collections, ethical issues, interpretive approaches, target audiences and legal and insurance requirements.

PLAN AND PROGRAM EVENTS

CVPPE06A (Elective)

Plan and Program Events covers key elements of planning and programming arts and cultural events and will incorporate generating concepts for and designing an event, event planning tools, event budgeting and scheduling, programming activities and identifying risk management strategies.

CONTRIBUTE TO EFFECTIVE ORGANISATION GOVERNANCE

CVGOV07A (Elective)

Contribute to Effective Organisation Governance looks at identification of core business, compliance with legal responsibilities, understanding organisation structure, culture and operations, roles and responsibilities of individuals and what you need to do about risk management.

CULTIVATE PRODUCTIVE RELATIONSHIPS

CVTPF08A (Elective)

The People Factor - Cultivate Productive Relationships includes identifying key stakeholders, what makes up a community, creating partnerships, valuing diversity, working effectively with others, contributing to good customer/client services and creating mechanism for feedback.