

Hothouse

WORKSHOPS

for Landcare groups



Landcare NSW is looking for Landcare groups / networks to host its new workshops to Hothouse Landcare Leaders.

Workshop timing and content are up to you.

Select from a menu of topics to ensure we deliver what you want, when and where you want it!

Your organisation will be provided with funds to cover workshop costs.

WHO CAN PARTICIPATE IN THE WORKSHOPS?

Landcare volunteers, committee members + employees are all invited to take part in the Hothouse Workshops. Your organisation is able to tailor the workshop to your needs + workshops cater for up to 20 people.

CAN WE HOST A WORKSHOP IN OUR AREA?

Yes! If you'd like to host a workshop, please complete the attached Hothouse Workshop form + return to Landcare NSW.

WHAT'S INVOLVED IN BEING A HOST ORGANISATION?

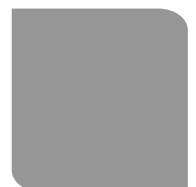
Landcare NSW will provide your network / group with \$1500 (ex GST) to organise the workshop venue, catering + promote the event to your members. Workshops are a minimum of 4 hours long however, longer workshops can be arranged by negotiation. Landcare NSW covers all costs associated with trainers + materials.

WHEN ARE WORKSHOPS AVAILABLE?

Landcare NSW will commence its Hothouse Workshops mid June, 2013 + these will run throughout 2013-2014. Workshops will be held at a time + place that suits your Landcare network / group.

WORKSHOP TOPICS

Each workshop includes a *Hothouse Essentials* unit which covers Roles + Responsibilities of the Committee; Communications + Advocacy and Reporting Obligations. The remaining workshop topics are up to you! Select your topics from the list overleaf.



Hothousing Landcare Leaders



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Further information is
available from:

Fiona Adams
Landcare NSW
Member Services + Support
0457 575760 | fadams@landcarensw.org.au

Workshop topics:

Each workshop includes a 40 minute *Hothouse Essentials* unit. Select up to 4 extra topics from the following:

COMMUNICATIONS + ADVOCACY: working with the media, preparing press releases, managing your public image.

BOOKKEEPING + FINANCIAL MANAGEMENT: software options, risk management for your organisation's finances, reporting.

WORK HEALTH + SAFETY for committees, employees + volunteers. Making sure your organisation is up to speed on the new WHS Act.

EMPLOYEE MANAGEMENT: from go to whoa

SOCIAL MEDIA: the how-to, policy areas, is it worth the while?

WHICH BUSINESS MODEL SUITS OUR LANDCARE GROUP? Incorporated associations vs. companies limited by guarantee—which model works best for your Landcare organisation

MANAGING VOLUNTEERS: risk management, legal obligations, safety aspects of volunteering.

WEB MANAGEMENT: creating + maintaining a great website that works for you + your community!

DATABASE OPTIONS: capturing the right information for projects, people + groups. From beginner to advanced levels.

INSURANCE: understanding the options, which groups require insurance + deciphering the double-dutch!

ROLES + RESPONSIBILITIES OF THE COMMITTEE / BOARD: duties associated with being an office bearer in a Not for Profit organisation + legal obligations.

MARKETING YOUR LANDCARE GROUP / NETWORK: tips on branding, maintaining a consistent message + standing out from the crowd.

CORPORATE GOVERNANCE: making sure internal systems are ship-shape. Tips on types of policies required for Landcare organisations, knowing you have your bases covered + templates available.

