

MVSO

2009/2010

Training Events & Seminar Booking Form



Welcome to MVSO's new events booking form!

This form will give you and your group/organisation the opportunity to view & book in advance the training events/seminars we are planning to deliver in the forthcoming year.



**Have a look inside
& see what we can offer!**



Moray Voluntary Service Organisation, Registered Office: 30/32 High Street, Elgin IV30 1BU
a company limited by guarantee and not having a share capital
Company No. SC 175015 - Scottish Registered Charity No. SC 021985
Registered in Scotland 01343 541713
mvso@mvso.org.uk www.mvso.org.uk



MVSO would like to give your group/organisation the opportunity to attend our training seminars below. Simply decide which one(s) you would like to attend then complete the booking form with your contact details, then cut this page out and return it to us in the enclosed pre-paid envelope. Remember to hang on to the rest of this information sheet, to remind yourself of the events and the dates.



Name of Seminar/ Training Course	Date / Time & Venue	Outline of course	Wish to Attend <input checked="" type="checkbox"/>	How many?
Governance Training Cost per person—£15.00	Tuesday 23rd June 2009 9.15 am to 12.30 pm Lhanbryde Community Challenge, Robertson Road, Lhanbryde <i>Refreshments included</i>	Training delivered by MVSO and the session will introduce the main responsibilities of governing bodies (including boards and management committees) in voluntary organisations and explain general and specialist roles within them.	<input type="checkbox"/>	<input type="checkbox"/>
Basic Book-Keeping Course (1 Day) Maximum - 10 places Cost per person—£20.00	Tuesday 25th August 2009 9.15 am to 3.30 pm Lhanbryde Community Challenge, Robertson Road, Lhanbryde <i>Refreshments and lunch included</i>	Training delivered by MVSO. This basic book-keeping course is designed for voluntary groups who want to improve ways in which they record their income and expenditure, hold their account information and undertake their financial planning.	<input type="checkbox"/>	<input type="checkbox"/>
Effective Minute Taking Course Cost per person—£15.00	Tuesday 1st December 2009 9.15 am to 12.30 pm Lhanbryde Community Challenge, Robertson Road, Lhanbryde <i>Refreshments included</i>	Training delivered by MVSO. This course is aimed at those within the voluntary sector who are new to taking minutes, or those who have been taking minutes for sometime with no formal training or those wishing to refresh their skills.	<input type="checkbox"/>	<input type="checkbox"/>
Basic Book-Keeping Course (1 Day) Maximum - 10 places Cost per person—£20.00	Tuesday 9th February 2010 9.15 am to 3.30 pm Lhanbryde Community Challenge, Robertson Road, Lhanbryde <i>Refreshments and lunch included</i>	Training delivered by MVSO. This basic book-keeping course is designed for voluntary groups who want to improve ways in which they record their income and expenditure, hold their account information and undertake their financial planning.	<input type="checkbox"/>	<input type="checkbox"/>
Governance Training Cost per person—£15.00	Tuesday 23rd March 2010 9.15 am to 12.30 pm Lhanbryde Community Challenge, Robertson Road, Lhanbryde <i>Refreshments included</i>	Training delivered by MVSO and the session will introduce the main responsibilities of governing bodies (including boards and management committees) in voluntary organisations and explain general and specialist roles within them.	<input type="checkbox"/>	<input type="checkbox"/>

Please do not hesitate to contact us should your group have a problem meeting the cost of the event, we would not want you to miss out on a seminar that could be vital for you and your group.

Payments to be made on booking.

Your booking will be confirmed as soon as possible. Cheques should be made payable to MVSO.

Organisation.....
 Contact Name(s).....
 Address.....
 Post Code..... Tel.....
 E-mail.....

Special requirements:

Please specify - e.g. Dietary requirements, or equipment requirements such as Hearing Loop System, Disabled Access etc

Cancellation Process

Please let us know PRIOR to the event if you have booked a place and are no longer able to attend. This will be the only way we can refund you.

2009

Training Events in More Detail

2010

Governance

Tuesday 23rd June 2009 & Tuesday 23rd March 2010

9.15 am to 12.30 pm, Lhanbryde Community Challenge,
Robertson Road, Lhanbryde.

Are you a Committee Member or Director of a Voluntary or Community Organisation? Would you like some help in understanding your Roles & Responsibilities as a volunteer?

If so then this is for YOU!!



Committee members have an overall responsibility for meeting an organisation's legal duties and ensuring it is properly managed and is promoting good practice in all its activities.

Training will be delivered by MVSO and the sessions will introduce the main responsibilities of governing bodies (including boards and management committees) in voluntary organisations and explain general and specialist roles within them.



'Do NOT Bury Your Head in The Sand!'
"Committee members have a responsibility"

Basic Book-Keeping

1 Day Course

Do you ever feel like this when faced with your group's book-keeping?



Learning Outcomes

By the end of this seminar participants will :

- Understand the role & responsibilities of the treasurer
- Be confident to keep a basic book-keeping system
- Be confident to produce a basic income & expenditure sheet
- Have raised awareness of financial jargon

www.mvso.org.uk

Tuesday 25th August 2009 & Tuesday 9th February 2010

9.15 am to 3.30 pm, Lhanbryde Community Challenge,
Robertson Road, Lhanbryde.

Maximum 10 places only per course!
Book now to avoid disappointment

This basic book-keeping course is designed for voluntary groups who want to improve ways in which they record their income and expenditure, hold their account information and undertake their financial planning.

Topics Covered

- Treasurer's role & responsibilities
- Recording income & expenditure
- Recording petty cash
- Reconciling the books with the bank statement
- Keeping files, receipts & forms



Remember!

You can book throughout the year for any of our advertised training events.

But it is on a first come, first served basis, with **MVSO members** having priority!

All training information will be on our website!

Effective Minute Taking

Tuesday 1st December 2009

9.15 am to 12.30 pm, Lhanbryde Community Challenge,



Minute Taker

Topics Covered

- Effective Agenda Setting
- Why take minutes?
- Role of the minute taker and chair
- Importance of note taking and summarising
- How to separate the decisions from the actions
- Minute taking format and layout
- Effective listening skills



Learning Outcomes

By the end of the seminar participants will -

- Know the importance of the agenda and the minutes
- Be clear about the role of the minute taker
- Realise the importance of effective preparation
- Have learned new note taking skills and techniques
- Be more confident in your minute taking skills

So now you can see what we can offer your group/organisation.

We have organised these training events to make sure you and your group/organisation work as effective and successfully as possible. MVSO are always looking for new ideas to give you paramount training events, but if you have any ideas that you think would benefit the groups/organisations based in Moray please let us know. We will certainly endeavour to do our best.



We look forward to seeing you in the forthcoming year!



MVSO has chosen Lhanbryde Community Challenge (LCC) as its main venue for holding our events for the forthcoming year.

LCC is a new Social Enterprise based in Moray, which means it is a non-profit making organisation, thus helping the local community.

If you would like to book or find out more information about LLC please call 01343 843025 or E-mail - enquiries@lhanbrydecc.org

Car Parking Available



Please send your payment along with your booking form.



We will confirm whether or not a place/places have been allocated to you within 7 days of receipt of your booking. Further details including directions to the venue will be sent to you closer to the training date

Cancellation Process

Please let us know PRIOR to the event if you have booked a place and are no longer able to attend. This will be the only way we can refund you.



Refreshments will be included in the booking cost and they will be served at every training event, a light lunch will also be provided on the Basic Book-Keeping Course.

For more information on MVSO training courses and bookings, please visit — www.mvso.org.uk or telephone — 01343 541713
Events information will also be included in our future newsletters.