

Westmeath Community Development

Committee Skills Workshop:

For new and existing group members.

The Workshop is designed to show how to have useful committee meetings, keep your group running smoothly and protect the group and its members.



What will be covered in the Workshop:

- Roles of officers: Chairperson, Secretary, Treasurer and PRO
- Roles and Responsibilities of ordinary Committee Members
- Guidelines for Running Effective Meetings
- Decision-making in community groups

Often, we find ourselves elected into roles without a clear understanding of what they involve.

Participating in the workshop will help committee members become aware of what their roles involve and how they can manage those roles within the group setting.

This Workshop will also show how to improve your group's effectiveness by having effective meetings; quality minute taking, setting agendas, managing time-keeping etc. It will also highlight the importance of a group's constitution in protecting the group and its committee members.

The workshop will have a very practical focus and there will be opportunities to tackle real-life issues for the groups taking part.

Dates: Tuesday 17th November, Annebrook House Hotel, Mullingar 9.30- 1.30pm

OR

Thursday 19th November Shamrock Lodge Hotel Clonown Rd., Athlone 9.30 - 1.30pm

To book a place on this workshop:

Return **COMPLETED** booking form by email to info@westcd.ie or telephone Linda-Jo Quinn on 087 250 0161 or Hubert Rooney 087 652 7696 to get help filling in the form, if you have no email address.



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