

**A CONFERENCE FOR THE COMMUNITY,  
VOLUNTARY AND CHARITY SECTOR**



**John Farrelly,**

CEO of the Charities Regulatory Authority who will deliver the keynote speech at this year's conference.



**Shane Doyle,**

Assistant Vice President, Corporate Citizenship / Global Inclusion & Diversity EMEA of State Street will discuss the values and principles that keep State Street connected to the communities where they live and work.

We will have a series of one-hour educational sessions delivered by leading professionals on topics that are relevant to your organisation. These sessions will be practical and will focus on **core aspects**.

**Complimentary parking** in the Ormonde Hotel for delegates attending the conference.

**SUPPORTING  
COMMUNITIES  
BUILDING  
CAPACITY**



# 2018 CONFERENCE

**ORMONDE HOTEL, KILKENNY**  
**Wednesday October 10<sup>th</sup>, 2018**  
**8:45<sup>am</sup> – 5:00<sup>pm</sup>**

**€80** (Per person, including lunch and conference materials). €70 Per addition delegate.

supported by



**KILKENNY PPN**  
Public Participation Network  
Community • Social Inclusion • Environment



Contact John Warren, JE Warren Consulting on  
**T: 086 8261610**  
**E: john@jewarrenconsulting.net** |

or Carmel Grant, Events by Carmel on  
**T: 086 8541856**  
**E: info@eventsbycarmel.com** |

Full conference details available on: **www.jewarrenconsulting.net** | Registration via **www.eventbrite.ie**



## CONFERENCE SCHEDULE

Wednesday October 10<sup>TH</sup>, 2018 in Ormonde Hotel, Kilkenny

8.45am – 9.45am	<b>Registration &amp; Refreshments</b>
9.45am – 9.50am	<b>Welcome Address:</b> John Warren, JE Warren Consulting
9.50am – 10.00am	<b>Official Opening</b>
10.00am – 10.30am	<b>General Session 1 – Opening Presentation</b>  Shane Doyle, State Street
10:30am – 10:45am	<b>TEA / COFFEE / BREAK</b>
10.45am – 11.45am	<b>Educational Sessions x 3 (choose 1)</b>
12.00pm – 1.00pm	<b>Educational Sessions x 3 (choose 1)</b>
1.15pm – 2.30pm	<b>LUNCH</b>
2.45pm – 3.45pm	<b>Educational Sessions x 3 (choose 1)</b>
3.45pm – 4.00pm	<b>GENERAL BREAK</b>
4.00pm – 4.45pm	<b>General Session 2 - Keynote Address</b>  Mr. John Farrelly, CEO of the Charities Regulatory Authority
4.45pm – 5.00pm	<b>Closing Remarks</b>

## EDUCATIONAL SESSIONS

Choose one topic from each session



### SESSION 1, 10.45am – 11.45am

#### **Memo & Arts**

Why do we need our governing document? How should we use it? What are the principal / core elements? How often should it be updated? How we can use it to become a more effective organisation. Examples of good practice.

#### **Fundraising**

Why do people give? How to mobilise support from your community. Simple steps to developing and executing a fundraising campaign? Developing a budget and bringing the campaign to life. Examples and experiences of fundraising campaigns / programmes from a variety of organisations.

#### **Role of the Company Secretary**

The role of the Company Secretary. Key responsibilities and statutory duties. Who should and should not perform this role? Why an organisation needs an active and functioning Company Secretary. Conflicts that can arise when a CEO / Manager is also the Company Secretary.

### SESSION 2, 12.00pm – 1.00pm

#### **Social Enterprise**

Role of Social Enterprise in delivering innovative solutions for critical social issues. Suitable company structures. How can an enterprise grow & reach more people? The importance of the mission and reinvesting in the mission. Examples of success stories.

#### **Leadership and Managing Change**

Skills, insights and practical steps for improving effectiveness. Difficulties and challenges in managing and embracing change. Steps to recognising and realising your potential and how that can contribute to organisational success. What a successful organisation might look like.

#### **Communications**

Why should we communicate? Are we communicating the right message at the right time? How can we improve on what we communicate? Who should we be communicating with? Benefits of a strategy no matter how simple or detailed.

### SESSION 3, 2.45pm – 3.45pm

#### **Data Protection**

Where are we post GDPR? How do we manage our data? What are some examples of best practice? Why do we need to retain data and examples of how long should we retain it? Practical tips to ensuring your membership form is easy to complete and captures the data and permissions you need.

#### **Good Governance**

What does good governance look like? Where should the focus be and who carries the responsibilities? How do we make decisions and implement them? How good governance will enhance transparency. Exercising power in a fair and equitable manner.

#### **Effective Minute Taking**

What you need to know to take accurate and relevant minutes. Who can and should take the minutes? How agenda planning contributes to effective minute taking. Maintaining focus during meetings and recording the critical actions and decisions.