

Name of attendee(s):

Name of Co-operative:

Address:

Telephone:

..... number of people will attend @ \$..... /person at Tamworth Co-operatives Seminar
on April 21, 2004. A Cheque is attached for \$

Special dietary requirements:

The Co-operative Federation of N.S.W. Ltd aims to

- * represent and assist NSW co-operatives in their relations with government
- * facilitate or provide advice and services for NSW co-operatives
- * improve the awareness and understanding of the extent and significance of co-operatives
- * promote the exchange of information among co-operatives, and
- * maintain links with co-operative organisations, both interstate and internationally.

If you're thinking about starting a co-op, whether for economic, social or environmental reasons, maybe we can help?

If you are involved with an existing co-op, we'll help with little difficulties or big problems - if we can't help, we'll advise you on who is the best to help in your situation.

We work constantly to ensure good working relations with government and the Registry of Co-operatives and Associations. We are always on the outlook for ways to make the bureaucratic road easier for you - whether that be in regard to legislation or paperwork. We are an organisation entirely answerable to our members - so if you have any particular issues that need attention, please let us know.

Phone or fax the Executive Officer, Helen McCall on (02) 4938 5308. Or email her on hmccall@onaustralia.com.au.

Co-operative Federation of N.S.W. Ltd
207 Duns Creek Road
Duns Creek N.S.W. 2321



**CO-OPERATIVE
FEDERATION OF NSW LTD**
ABN 49 475 913 132

**ONE DAY
CO-OPERATIVES
SEMINAR**
to be held in
TAMWORTH
April 21, 2004

The Federation is pleased to announce, in response to a request, **a one day basic skills seminar**, featuring:

- distinguishing between Board and Management responsibilities
- strategic planning
- human resources
- policies & procedures
- marketing
- running a Board meeting more effectively
- and a financial workshop

to be presented by an experienced trainer from the North Coast Institute of TAFE

With funding assistance from the
Office of Fair Trading

PROGRAMME APRIL 21, 2004

8.45 REGISTRATION

9.15-10.00 How should a Board decide which are its responsibilities and which are those of the CEO?

10.00-10.45 Strategic Planning – are you really doing it?

10.45-11.15 MORNING TEA BREAK

11.15-12.45 Budgeting and finance workshop
An introduction to reading financial statements, preparation of budgets, using budget information

12.45-1.45 LIGHT LUNCH

1.45-2.30 Marketing – techniques to maintain and grow your co-operative

2.30-3.15 Effective Meeting Management workshop

3.15-3.45 AFTERNOON TEA BREAK

3.45-4.30 Why you should have Policies and Procedures for your co-operative and how you can go about developing them

4.30-5.15 Human resources – the basics

Location:

**Doms Room at the Family Hotel
Cnr Bridge & Belmore Streets
TAMWORTH WEST 6765 7722**

Helen can be contacted on 0414 385 308 on the day

The Federation holds seminars throughout the year, in metropolitan and regional locations, especially for co-operatives, their Board members and Staff; and stages a conference every eighteen months. A regular newsletter is also published, covering issues of importance to co-operatives, whether small businesses or non-profit enterprises.

Location:

**Doms Room at the Family Hotel
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TAMWORTH WEST 6765 7722
April 21, 2004**



SPECIAL OFFER:

As this seminar is being presented in response to a special request, we are able to offer it at a special rate:

Cost of seminar: (including light lunch and morning/afternoon teas)

Federation Members \$70.40 per person
(discount rate of \$67.10/person, where two or more attend from the same co-operative)

Non-members \$84.70 per person
(discount rate of \$80.30/person, where two or more attend from the same co-operative)

Prices include GST. You will be sent a tax invoice with your receipt.

Please make your cheque payable to the Co-operative Federation of NSW Ltd and mail it to 207 Duns Creek Road, Duns Creek, 2321, together with this form, by April 14.

For membership or other enquiries ring Helen on (02) 4938 5308 or email her on hmccall@onaustralia.com.au