

# Committee/board skills

## (running committee/board meeting)

The purpose of this workshop is to equip non-profit organisations & volunteers to run effective meeting & to achieve results from these meetings

### What will I learn?

The purpose of a committee (board)

Achieving a better understanding of the roles and responsibilities of committee members

Planning committee / board meeting AGM & EGM (if needed)

Your behaviours during meeting - does this have an influence on the group

Taking professional minutes of a meeting

Establishing & developing a Code of Conduct for your group in meetings

Total Focus

Workshop  
3.5 contact hours

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This workshop can be run in house

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Suitable for volunteers committee / board members / trustees

**Contact details**

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