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What's the Buzz?

Hello Community volunteers!

This issue of What's the Buzz? features a wide selection of training opportunities targeting the needs of volunteers. From filing a charitable tax return to handling food, and from risk management to board governance, there are lots of training opportunities being offered by a broad range of organizations. I hope you find something here that will help your group's dynamics!

Heather Cook, Community Development Coordinator

Advertising tip ... When planning a community event, whether it is a small event or a large scale one, remember that not all who attend will be familiar with your community. Using a civic address in promotions may increase attendance of both non-residents, and those who are new residents and not yet "in-the-know".



Volunteer Food Handlers Course (non-certificate)

Oct. 19, 2010, 6 - 8:30 p.m.

Liverpool Lions Club Hall, Gorham St., Liverpool

\$5 / person, \$10 for 3 from the same group

Minimum: 20 participants

Community groups who prepare and/or serve food to the public will benefit from this 2-hour session offered by the Dept. of Agriculture. You will learn safe ways to prepare, store and serve food.

Register by Oct. 12 — call Heather Cook at the Recreation Dept. - 354-5741



Risk Management for Facilities & Activities

Oct. 21, 2010, 7 - 9 p.m.

Trinity Parish Hall, Church St., Liverpool

\$10 each, incl. handouts and refreshments

Is your group doing its best to reduce the risk for its board, and the activities and events you run?

Find out ways to protect your organization, decrease liability, and reduce insurance costs at this informative session facilitated by Catherine Kersten of RFANS

Register by Oct. 14 — call Heather Cook at the Recreation Dept. - 354-5741



Food Safety Training Certification Course

Nov. 9 & 10, 6 - 9 p.m.

Seaside Recreation and Community Centre, Beach Meadows

\$33 /person, incl. refreshments and handouts

* bring a pen as an exam will be written on the final evening. 70% is the passing grade.

This course is not mandatory for volunteer organizations. It is being offered because volunteers requested it as a risk management tool.

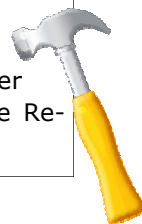
Register by Nov. 2 — call Heather Cook at the Recreation Dept. - 354-5741

Applications Open for New Horizons for Seniors Funds

Non-profit organizations are invited to apply for funding under the New Horizons for Seniors Program Capital Assistance; this grant provides funds of up to \$25,000 to non-profit organizations for upgrading community facilities and equipment related to existing programs and activities for seniors. **Applications will be accepted until October 8th, 2010.**

For details about the program, along with an application, go to www.hrsdc.qc.ca/seniors

If your group would like to apply for this grant, and would like some assistance, please call Heather Cook, Community Development Coordinator at the Region of Queens Municipality (phone: 354-5741).



Lunenburg Queens Volunteer Partnership's Fall Training

Oct. 13 - **How to Run an Effective Meeting**, DesBrisay Museum, Bridgewater, 6 - 9 p.m., \$15, incl. refreshments



Nov. 9 - **Charity Law**, DesBrisay Museum, Bridgewater, 6:30 - 8:30 p.m., \$15, incl. refreshments

**To register, contact Anne Fownes,
Volunteer Navigator at 543-3422**

Board Governance

Federation of Community Organizations (FOCO) is launching a new board governance program this fall, which is anticipated to be an annual event. The board governance program is customized to the learning needs of the registered participants. For more information, contact Veronica McNeil, Executive Director of FOCO: (902) 462-3065, or foco@foco.ca

MyCharityConnects offers Free Webinars

All you need is an internet connection and speakers or headphones. Registration for MyCharityConnects webinars is open to employees, volunteers, and board members of Canadian charities and nonprofits.

To register, go to: <http://mycharityconnects.org/webinars>

Sept. 15 - 10 Things You Must Do Online & 10 Things You Can Do For Free

Sept. 29 - BIG Gifts! Using CanadaHelps for Gifts of Securities

Oct. 13 - Networked NonProfit: Using Social Media to Accomplish More With Less

Oct. 27 - How Tweet It

Nov. 10 - SEO, SEM and Analytics for NonProfits

Nov. 24 - Everything Old is New Again: Getting Back to Fundraising Fundamentals

Dec. 8 - Do You Feel Technology Is a Source of Frustration or Creativity for your Organization?

Be sure to check out your Volunteer website for resources for
Volunteers in Queens ~ <http://volunteer.queens.ca>

Reduce Your Liability

When you hold a position on the Board of an organization, there are certain obligations to fulfill which will help reduce your liability. Individual board members are generally not held liable for debts or obligations of the organization, however, personal liability can be incurred if they do something that shows a reasonable lack of care in fulfilling their roles and responsibilities. **Non Management** (ie; not attending board meetings regularly), **negligence or willful mismanagement** (ie; handling finances poorly, or hiring unqualified staff), and **conflict of interest** (ie; selling or purchasing items) are all activities that may make you personally liable, and you could be held financially responsible for making restitution for these offenses. If you exhibit a duty of care, and act responsibly, your personal liability is reduced.



Canada Revenue Agency
Agence du revenu
du Canada

Halifax Charities Information Session

Tuesday, October 5, 2010, 8:30 a.m. to 11:30 a.m.

St. Margaret's of Scotland, 3751 Robie Street, Halifax

Parking: Free This location is wheelchair accessible

Register: CHARInfosession.LPRA@cra-arc.gc.ca

Information: <http://www.cra-arc.gc.ca/chrts-gvng/chrts/cmmnctn/ssns/nvftn-eng.html>

The 2010 Sessions are offered free of charge to all registered charities. It is an excellent opportunity for your treasurer, new board members, or volunteers to learn about your charity's legal obligations. This year's sessions focus on requirements related to the 2010 federal budget announcements, including an overview of the Charities and Giving web pages, form T3010 of the Registered Charity Information Return—Line by Line Review, gifting and receipting, and GST/HST for Charities. Register on-line as seating is limited. Include your name, phone, and the location, time & date of the session. Call 1-800-267-2384 if you need help.

Changes to RQM Policy

Over the past few months, the Council of the Region of Queens Municipality reviewed Policy 36 - Recreation Equipment Loans Program. Section 14 was added to ensure that **"The responsibility for picking up, erecting / assembling, and returning items that are loaned through this program is solely that of the organization borrowing them."** This includes the canopy, the banners and any other equipment that may be borrowed. Also, it is now required that the canopy be inspected by the Bill Leighton, Building Inspector (phone: 354-3453) prior to the canopy being opened for use by the public. It is required that any licenses and inspections be in place (ie; liquor license, food service license, vendor license, electrical inspection, etc.) prior to the Building Inspector doing his site visit.

If your group is using the canopy for an event, please note that when picking it up from the Recreation Dept., you will require 2 or more people to load it on a truck or trailer, and several others when the time comes to set it up. It is 20 x 20 feet, and somewhat heavy. To book the canopy, or any of the equipment available for volunteer groups to borrow, call Dana (354-5741) at the Recreation Dept. to set up a time for pick up.



Region of Queens Municipality phone (902) 354-5741 fax (902) 354-7473

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