



## Committee skills

There are over 164,000 registered charities in England and Wales, each one requiring a committee. Good governance is essential for all voluntary or community organisations, ensuring that legal requirements are met and to provide the organisation with direction and focus.

This course is aimed at current and potential committee members/trustees within the voluntary and community sector. The skills and understanding developed will ensure your board functions effectively and efficiently.

### This course focuses on:

- Understanding the purpose and functions of a committee
- Knowing the key features of a constitution
- The varied skills required by committee members
- Organising and facilitating a committee meeting
- Decision making and accountability.

### Continuing Professional Development (CPD)

Continuing Professional Development (CPD) All of our courses are certified by the CPD Certification Service.

### We offer formal accreditation

Open College Network West Midlands is a national Awarding Organisation, regulated by Ofqual and the Quality Assurance Agency for Higher Education (QAA). Additional costs will apply.

For further information, please visit: [www.communitygrouptraining.co.uk](http://www.communitygrouptraining.co.uk) or email [info@communitygrouptraining.co.uk](mailto:info@communitygrouptraining.co.uk)