

# Community Support and Resources



auckland north community  
and development

Te Runanga Ratonga Hapori o Te Raki-Pae-Whenua

# Membership

ANCAD has approximately 150 community members across Auckland North.

## Keep in touch with what's going on in the community sector and become a member of ANCAD

### An annual subscription gives you:

- ❑ 10 **free** issues of our monthly newsletter *Community Connections*
- ❑ Regular **free** advertising in the monthly newsletter and our weekly e-NEWS
- ❑ Promote your organisation at our bi-monthly community network meetings, forums and events
- ❑ Notification of *Breaking News* for the community sector
- ❑ Receive ANCAD submissions on changes impacting the community
- ❑ Preferential access to professional development training seminars and one day workshops
- ❑ Support from professional mentors to help build the capability of your organisation
- ❑ Potential back office support in areas of accounting, photocopying, printing, and social media
- ❑ 10% discount on *Community Resources* and *Funding Directory*

### Rates:

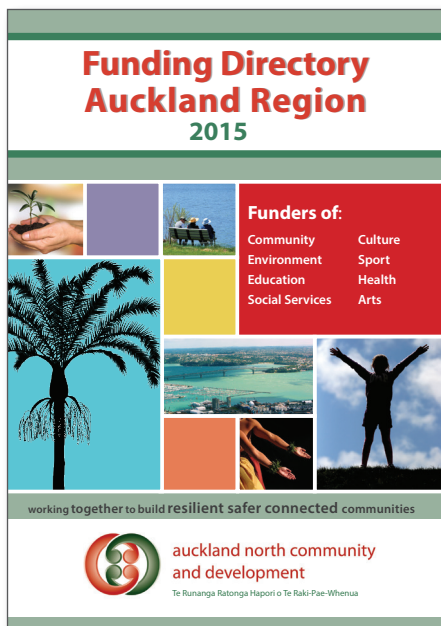
Organisation membership	\$40.00
Individual membership	\$10.00

**Sign up today!**

# Community Resources

ANCAD publishes Community Resources supporting the *not for profit* community sector. The success of the resources has been evident from the orders placed by community organisations from all over New Zealand.

## Auckland Region Funding Directory



Any fundraisers will find this an invaluable resource. It is sought after by both large and small community organisations, as well as educational institutions.

# Strategic Planning

## **A Guide To: Developing Management Plans**

**\$15**

This simple guide takes the mystery out of preparing a management plan and helps you set a vision for your organisation. Takes you step by step through a management plan.

## **Marketing & Public Relations on a Shoestring**

**\$30**

A comprehensive guide explaining marketing and public relations plans with tips on using the media. Included are checklists to assess your organisation and guides on how to develop a robust plan with limited time resources and without using expensive consultants. All it needs is your collective wisdom and time! The toolkit comprises a folder containing a printed resource book and a supporting DVD with useful checklists and planning templates.

## **Evaluating & Monitoring Projects That Already Exist**

**\$15**

A guide for small to medium organisations to help monitor and evaluate a project or organisation that has already been set up, the advantages of an evaluation, how to do it, who should do it and how to report the outcomes. This simple guide will step you through the process.

# Committee Roles

## **The Treasurer's Resource Manual**

**\$20**

Five sections cover the Treasurer's Role, Financial Record Keeping, Budgets, Legal Responsibilities and an extensive glossary.

## **A Guide to Successful Meetings**

**\$20**

Covers the roles and responsibilities of the Chairperson, Secretary and Treasurer, plus meeting procedures and guides to formal and informal meetings.

### **Role of Chairperson**

**\$15**

Sets out duties, meeting procedures both formal and informal, running meetings and dealing with difficult situations. Also includes useful tips for teambuilding and group dynamics.

### **Role of Secretary**

**\$15**

Covers preparing for meetings, taking and circulating minutes, writing reports, handling tabled reports, Privacy Act requirements and general secretarial duties. A must for any new secretary.

## **Governance**

### **Evaluating Your Board's Performance**

**\$15**

It is considered good governance practice to regularly review and assess the board or committee's performance. Contains useful templates and checklists to assist with your Board checklist and tools to help with your board evaluation process.

### **Governance Tool Kit**

**\$30**

A comprehensive guide covering a board, trust or committee's purpose and responsibilities. Discusses the selection, orientation and evaluation of a board, meeting procedures, mediation, and more. The Tool kit comprises a folder containing a printed book and a DVD version with useful templates for agendas, minutes and AGM procedure.

### **Management or Governance: What is the Difference? \$15**

Outlines the difference between the two and the pitfalls to watch out for, and the role of the Board once the governance model is adopted.

## **Simple Policy and Procedures Manual** **\$20**

Outlines why policies are necessary and their value to your organisation. Contains examples of policies covering topics such as financial management, meetings, conflict of interest, time in lieu, vehicle useage, internet responsibilities, and sexual and racial harassment. Also included are procedures to deal with complaints, employment disputes, volunteers and employment processes.

## **Funding**

### **A Guide To: Developing a Fundraising Strategy** **\$20**

Looks at the basic principles of fundraising and how to develop a successful fundraising strategy. Covers grants, sponsorship, special events and donor development. It explores how the whole organisation can help support fundraising activities.

### **Demonstrating Your Success to Win Funding** **\$15**

The central theme of this guide is about putting effectiveness at the centre of service design – not just as an after-thought. Effectiveness in our community services context is largely about showing that you improved the lives of your clients. This guide puts a focus on being able to show funders that you are effective and therefore worth funding. It offers tools and thoughts about relationships with your funders, how to demonstrate that your service is effective, how to show that you deliver value for money and how you can use this evidence as a marketing tool to build a stronger case for funding.

### **Preparing Funding Applications** **\$15**

A step-by-step guide to preparing funding applications using a team approach. It includes: getting started, planning and costing your project, gathering the information, FAQs, and understanding funders' requirements.

## Organisational Issues

### **Transforming Meetings: A Guide to Authentic Engagement and Consensus Decision Making** **\$15**

This resource offers a new perspective on how to create meetings that are: inclusive where people feel heard, that reflect the needs of all those involved, and are outcomes focused. This is a resource designed to start you on a journey towards hosting meetings that focus on what's important for transforming your meetings into ones that get results.

### **An Introductory Guide to Social Media and Digital Communication Tools** **\$15**

This guide offers your organisation information for developing a digital communications strategy, a template for creating a social media policy, important tips for monitoring online discussion forums, and a range of online digital communication tools available to enhance the communications of your organisation.

### **Successful Presentations** **\$15**

This guide will assist you prepare your presentation in a professional manner which will enhance the image of your organisation and lead to success.

### **Organising a Community Event** **\$15**

Covers establishing a working group, planning and time lines, budgeting, publicity and more. This resource has been written by people working in the community and is a must for those planning a conference, meeting or event.

## Volunteer Management

### **A Guide to Volunteer Management** **\$20**

Topics and ideas for a sound volunteer programme. Includes planning, recruiting, retaining and rewarding volunteers, maintaining a healthy working environment, support and training links.

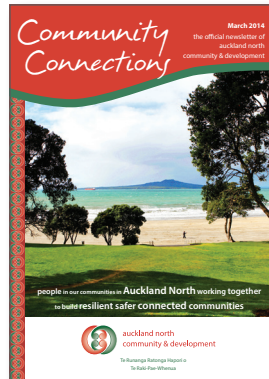
# Communications

## Community Connections

This provides a much-needed vehicle to share information and allow community groups to promote their events and services across Auckland North.

## Community Network

We are contracted by Auckland District Council of Social Services to publish this monthly newsletter for Auckland City community groups.



## E-news – Weekly

On average 3,000 people receive our e-news each week. News is sent to us from our community members, as well as being drawn together from a variety of sources to keep our community agencies regularly updated.

# Community Support

## Back Office Support

We offer a valuable service to community agencies assisting them with financial accounting and administrative services. These support services extend to providing community agencies with access to photocopying, hiring of equipment (*projector etc*), and taking bookings for the Channel View Lounge.

## Social Media

ANCAD uses social media as an important platform for sharing news, advertising events, meetings and forums for community agencies. Members are encouraged to post events.



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*serving the community for over 40 years*