

Committee Skills

Cornwall Voluntary Sector Forum will be delivering a Committee Skills Course on behalf of PCDT, funded by Take Part Cornwall¹, on the following date:

**Thursday 24th February 2011, 10am–1pm at
The Lescudjack Centre Conference Room,
Penzance**

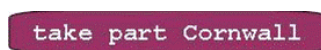
The course content is as followed:

- What are committees?
- The roles of the Chair, Vice Chair, Treasurer and Secretary?
- How to conduct a meeting?
- What are Agendas?
- Minute taking?
- What is an AGM?

Who is it for?

For members of the community who want to find out about what committees are or improve their knowledge.

**To book your place contact Adam Strowger on
01736 334667 or email adam@pcdt.org.uk**



¹Take Part Cornwall is managed by Cornwall Voluntary Sector Forum. It forms part of the Take Part Pathfinder programme which is funded by the Department for Communities and Local Government and managed by the Community Development Foundation.