



Canberra Multicultural Community Forum Inc

Governance and Leadership Training for Multicultural Community Organisations

What is it?

A 5-hour workshop which will outline the responsibilities of community organizations and practical steps that can be followed by the President and Executive Committee of incorporated organisations. Some of the areas covered will be:

- the appropriate administration of a community organization,
- the conduct of both executive and general meetings and team management,
- the legal requirements of an incorporated association, including submission of annual reports and the audit of finances, and
- personal responsibilities and liabilities of committee members.

Who should attend?

Executive and committee member representatives of multicultural community organisations with a special focus for youth leaders. There are only spaces available for 25 participants per session.

When (please tick one only)

- Saturday afternoon, 16 August, 1pm to 6pm;
 Tuesday evening, 30 September, 5pm to 10pm; &
 Saturday afternoon, 1 November, 1pm to 6pm

A fourth Q&A session will be organised for participants in one of the above sessions and its details will be announced later.

Where

All courses are held in Meeting Room 1 & 2, Theo Notaras Multicultural Centre

Cost?

Free (funded under the ACT Government “Enhancing ACT Multicultural Sector Grant” program).

Facilitator and Presenter

Chris Peters, AM, Chief Executive, ACT & Region Chamber of Commerce and Industry.

Complete the registration details and return this form to by email to secretary@cmcf.org.au or post to PO Box 796 WODEN ACT 2606 or fax to 02 6244 2341 (Attn: Chin Wong)

Enquiries: Chin Wong Secretary CMCF **0417 686 096 or 0433 947 888**

Your registration details: (*Due to limited places available, please return your registration by cob Friday, 8 August 2008*). Attendance by confirmation of registration only.

Surname: _____ Other names: _____

Contact Number: _____ email address: _____

Your Organisation: _____

Your organisation's address: _____

Are you a member of CMCF Yes Not yet

Facilitator and Presenter

CHRISTOPHER PETERS, AM

JP, SFCDA, Dip CD, FAICD, FAIM, FASAE

Christopher Peters is the Chief Executive of the ACT & Region Chamber of Commerce and Industry, a position he has held since June 1997.

He was previously the Chief Executive of the Sydney-based Printing Industries Association of Australia. Prior to that, Chris was Chief Executive of the Canberra based Royal Australian Institute of Architects, and prior to that he was Chief Executive of the Sydney-based Company Directors' Association and foundation Executive Director of the Australian Institute of Company Directors.

Chris is Managing Director of the Centre for Corporate Governance. He is Chairman of the Corporate Directors' Association of Australia, which in partnership with the University of New England, offers the Corporate Directors' Diploma Course. He is Chairman of the Board of the Corporate Directors' Diploma Course. He is an author of the "Corporate Directors' Diploma Course" and the "Company Directors' Manual" (published by Prentice Hall), an author of "Collapse Inc" (published by CCH) and a visiting lecturer on Directors' Duties and Corporate Governance at the University of New England.

He was a member of the NSW Attorney-General's Corporate Crime Task Force, the Commonwealth Attorney-General's Steering Committee on Corporations and Securities and a member (the only non-lawyer) of the Commonwealth Companies & Securities Legal Advisory Committee. In this role, he was a major player in converting State-based company law to the national jurisdiction and writing the Corporations Law (now the Corporations Act) which took effect on 1 January 1991.

He represents business on over 20 ACT government boards or committees, including 3 statutory authorities. He is a Commissioner of the ACT Skills Commission and Deputy Chairman of the ACT Board of Senior Secondary Studies. He is on the Board of two public companies, a number of private companies and several community organisations. Chris is a member of General Council of the Australian Chamber of Commerce & Industry (ACCI). He is Chairman of the Multicultural Business Chamber of Australia, Deputy Chairman of the Tourism Industry Council (ACT & Region) Limited. A full list of his roles is at: www.oakhill.com.au/roles.htm