



# Organization Development Services

## Group Workshops

The Federation of Calgary Communities offers many free or low cost learning opportunities in which individual or small groups of volunteers can attend. However, there are times that an entire board of directors may want to engage in a workshop that will help them learn or understand certain topics in a focused or customized manner. The Federation is more than happy to offer such opportunities to our member organizations. Topics most frequently requested include but are not limited to:

- Board Basics for Community Associations
- Board Compliance Basics
- Board Meeting Challenges
- Building Community: Engaging through Safety Initiatives
- Building Community: How to Engage Diverse Populations
- Communication Tools: How and When To Use Them
- Governance: Whose Job is it Anyways?
- Media Relations 101
- Orientation to the Planning Process
- Reading Financial Statements for Board Members (usually customized)
- Twitter 101

## Length of Workshops

For most workshops we require at least one hour to deliver the main presentation, however, ideally all the workshop topics are designed for two hour time slots. We want to meet your needs, so let us know how we can help.

## Cost

### **All Current Members**

Regular workshop with no customization	\$200
Customize workshop	\$400

### **Non-member organizations**

Regular workshop with no customization	\$500
Customize workshop	\$700

**GST and Mileage will be added to these costs**

## Scrutineering or Running of Elections

The Federation of Calgary Communities can offer a neutral presence at an AGM. Often our members want a neutral person to run elections (call for nominations only) or to count ballots (scrutineering) for a variety of reasons. If you need our help running elections we are happy to help, but we need to be engaged prior to advertising the AGM. It is imperative that we ensure that your bylaws are upheld during this process. So plan ahead!

## Cost

Scrutineering	\$ 50 (Free if we are “present” already)
Running of the Election	\$200

**GST and Mileage will be added to these costs**

**DISCLAIMER: The Federation may consider reducing the price for service based on need and organization’s capacity to pay.**