

## Managing Volunteers: *Understanding the Legal Issues*

Tues 16<sup>th</sup> May 2017 9:30am - 4:30pm

**Venue: Illawarra Forum**  
106B Industrial Rd, Oak Flats, NSW

MEMBER \$180 NON MEMBER \$280

[BOOK HERE](#)

[trybooking.com/OJDY](http://trybooking.com/OJDY)

### Overview

[Not for Profit Law](#) is coming to the Illawarra to facilitate this essential training for anyone in a position of managing or coordinating volunteers.

### At the end of the training you will:

- Know the key legal differences between a volunteer, an employee and an independent contractor
- Understand the volunteer selection process and anti-discrimination laws
- Understand 'duty of care', risk management, privacy and insurance as they relate to volunteers
- Know the process for reviewing volunteer performance and having difficult conversations
- Understand how to end the volunteer relationship

\*Please refer to the Illawarra Forum's Training Terms and Conditions overleaf. If you are not paying by credit card please use the promotional code INVOICEME at the trybooking checkout and an invoice will be emailed to you for payment.

## Training Terms, Conditions and Additional Information

**REGISTRATION:** Registration is essential to secure your place. Registration and payment is only available through our on-line booking system. A confirmation email will be sent to you once registered. Please retain a copy of this email as receipt of confirmation.

**FEES:** All course fees are advertised in the course marketing material and on the Illawarra Forum website. Unless otherwise stated fees cover the training, all course material, catering and are exclusive of GST. Prices of individual courses and workshops may vary. Members of the Illawarra Forum receive a discounted price on training.

**CAN'T MAKE IT?** If you are unable to attend your nominated course a substitute for your place is welcome to attend. The full training fee will be charged if you or someone in your place does not attend the session and we have not been given notice as specified below.

**REFUNDS:** If the registered participant is unable to attend a minimum of 3 days' notice is required to receive a full refund. If the registered participant provides less than 3 days' notice a refund of 50% of course cost will be refunded. If the course is cancelled, a full refund will be paid in full.

**VENUE INFORMATION:** Illawarra Forum is located at 106b Industrial Road, Oak Flats. Free on and off street parking is available. Walking distance from Oak Flats train station. Ramp at entry with bathroom located upstairs.

Illawarra Forum also delivers training at other venues as listed in the calendar, and details of which will be printed on your confirmation of booking.

**CATERING:** Please advise us at time of booking of any specific dietary requirements.

**TRAINING REQUIREMENTS:** Please advise us at time of booking if you have any specific training needs e.g. for visual, hearing or mobility impairments.