# **Business Mentors: Inspiring Success**

If you need some help for your Not-for-Profit Organisation, Group or Club, Business, or Start-Up Enterprise the Community or Business Mentors Programme is a good place to start.

The programme is designed for Community Organisations, Not for Profits & Social Enterprises, Groups or Clubs or Businesses who;

- Want a fresh perspective, guidance or inspiration
- Want help to market or grow their organisation
- Want help to implement a change to their organisation
- Want support or advice to deal with a particular challenge
- Want a sounding board to help challenge their thinking, set new goals and achieve success

### Who are the Mentors and what role do they perform?

Our Mentors are experienced, successful New Zealand Business People who know what it feels like to either run their own a business, govern, manage or operate a not for profit or social enterprise.

Our volunteer mentors come from a wide range of backgrounds & skill expertise and understand New Zealand's Not for Profit sector.

All our Mentors are passionate, committed individuals who want to see their communities prosper and grow. Business & Community Mentors volunteer their time to work alongside Business & Organisations and participate in a mentoring relationship by:

- Sharing their knowledge and expertise
- Acting as a sounding board
- Working with you to grow your organisation
- •. Seeing 'the bigger picture'
- · Assisting you to identify strengths and weaknesses
- Supporting you in your decision making

### What's the cost?

A one-off registration fee for the Community Business Mentoring Programme costs  $295{\rm +}GST$ 

The Mentoring you receive is FREE!

### Would you like to volunteer to be a Mentor?

The Taranaki Business mentoring programme is always on the lookout for experienced, successful business people willing to give back to the Taranaki economy.

In return the scheme can offer you:

- The opportunity to become part of a recognised credible mentoring organisation
- The flexibility to decide when you are available to mentor, who you mentor and how often
- A sense of satisfaction from being able to assist someone and give something back to your community

For more information about this programme please contact

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BMNZ Mentor Manager Taranaki

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# **Keeping accurate information**

TCACT is a community based project providing free computer training to all eligible clients to enhance their computer knowledge. Our friendly and patient tutors are available to train, mentor and guide clients to achieve their needs.

### **Brief History**

TCACT was set up in August 2000 to provide free access to people who may or may not have their own computer and are beneficiaries, unemployed, with disabilities or are wishing to return to the workforce.

Since then we have expanded our training resources, knowledge and machines to suit our client's requirements. This includes social media such as Facebook, mobile phones, tablets, digital photography, email and the Internet and IPad, IPhone and Apple

Tutors provide one-on-one training for an hour, twice a week for those who require a personal tuition.

We also offer a training package called International Computer Driver's Licence (ICDL). It enables students to achieve an internationally



This self-reported data shows that, on average, there are over 300,000 people volunteering for registered charities and contributing over 1.5 million hours every week. Both the average number of weekly volunteers and the hours they contribute have been decreasing in recent years. It's worth noting that the number of volunteers may be duplicated if an individual volunteers for a number of registered charities.

## Tips for collecting information about volunteers

Large charities that have volunteers numbering in the hundreds or thousands may have advanced systems for managing and tracking volunteer information.

For smaller charities, an Excel spreadsheet can be a helpful way to collect this information. The advantages of using an Excel spreadsheet (or Google Sheets, if your charity uses Google Drive) is that it is easy to calculate the total number and hours worked by volunteers, run reports, and present data in charts.

We have developed a simple Excel template [XLSX, 37 KB] that your charity can use to collect the following information on a monthly basis:

- volunteer's name
- date the person volunteered
- · hours the person volunteered
- activity the volunteer completed, or project that the volunteer worked on

Additional columns can be added, including the start and finish time to record the actual hours the volunteer worked, if this would be useful information for your charity to collect.

Alternatively, you can record this information in a Word document, or in paper form.

## Where to find more information about volunteers

There's lots of information on the Internet about volunteers. The Volunteering New Zealand website is a great place to start

## Governance Info

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## Congratulations, you are the officer of a registered charity

As an officer your biggest responsibility is to act in the best interest of your charity, making sure it remains focused on its purpose and the benefit it provides to the public.

This resource is a starting point to help you understand your role as an officer and how you can contribute to governing your charty well

#### 1. Understand your rules and your role

To be an effective officer, you need to understand your charity's ire and how y

Your tues - usually a constitution or trust deed - describe the purpose of your charity and how your charity can achieve its purpose. You can read your rules on the <u>charities legister</u>.

### 2. Know your legal obligations

Charities have different obligations depending on their structure, their rules, the services they offer and their funding. They may also have different tax responsibilities. A charity can carry out any legal activity to advance their purpose, but it's important to know about political activity and advocacy

For more on your legal duties, check out <u>Community Law s</u>

#### 3. Manage risks carefully

It is your duty to make sure your chanty has adequate policie and procedures in place to manage risks. Check if you have a south at of interest policy for your chanty, and <u>policies for oth</u> add goute happens. sks. Check if you have a

CommunityNet Aotearoa has useful policies, and procedures

#### 4. Look after your finances

It is your duty to know that your charity's money is being used to advance your charitable purpose. This means ensuring financial controls are in place.

Check out CommunityNet Aotearoa's

#### 5. Keep good records

Good record keeping is important. You should keep accurate records of your chanty's meetings, what your chanty earns, what you spend, what you do and <u>wear volunteers.</u> Check out Community Net Actearoa's Introduction to record.

Te Tari Taiwhenua CHARITIES Internal Affairs SERVICES

#### 6. Be strategic and sustainable

One of the greatest challenges for any charity is <u>clanning</u> for the future and achieving sustainable <u>funding</u>. Use <u>NEWNITER</u> to monitor your charity's governance and identify your strengths and weaknesses. Future proof your charity by planning for succession on your governing group and making an <u>induction plan</u>

#### 7. Report annually

Registered charities must file an <u>annual return</u> and a financial statement or a performance report six months after their balance date Financial statements and performance reports must meet the reporting standards designed for charities

#### 8. Update details

It is essential to keep your contact details up to date so we can stay in touch and send you reminders of when you need to file You need to <u>update us</u> within three months when there is a change to your charity's details on the Charities Register

#### 9. Keep learning

For most charities, it is worth taking time to understand your duties and to learn about how to improve your charity CommunityNet Aotearoa's <u>Introduction to covernation</u> is a ereat start

#### Keep in touch with us to get regular updates about aovernance resources, training and legal updates.

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Phone: 0508 CHARITIES (0508 242 748) Email: info@charities.govt.nz

# **Poetry Corner**

### giving 26

whe can all connect through giving with our hearts to the world we live in

~ good people give gratitude They have generals souls ··· so true

... Making a difference in a Notional and global way caleji People whom are giving ... everyday

. Appreciate all those who do good things Berause giving love does happiness bring

Offeren written For National Poetry Day 2019 by Wendy Joy Baker writer of presenter of 20 prems@16 PSA Services in NZ



For ANZAC. Armisticet other Honourable cererconontes. giving from the. heart & Soul with respect, love, passion and Privale

gad bless Q

# **Template for Recording Hours**

### Volunteer hours for January

Date	Activity / project	Volunteer name	Hours worke
Date	/ tetter / project		
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the second contractor			
		Total hours	
		Total floars	

# **Cancer Society Volunteers**

Taranaki Cancer Society have approximately 275 Volunteers. Our volunteers offer their services in our office weekly, outside in our community and for events. Their roles, skills and frequency of assisting our centre varies. Have a look at where some of our volunteers offer their assistance:

Supportive Care (offers support and services for patients and their family referred to our centre). Our supportive care volunteers undergo training for these following services:

Transport - transport patients and carers to oncology appointments within Taranaki

Support groups – our group facilitators are trained volunteers.

Office administration - assist with updating resources, making up resources/files, recording information

Supportive care have a team of skilled and qualified individuals that volunteer their time, to provide: Massage, Reiki, Relaxation, Meditation, Art Therapy

## With thanks to our Sponsors/Supporters

DIA - Supporting Volunteer Fund (Funding) Starbucks (Event Sponsor) Venture Taranaki (Event Sponsor) Marbles Buffet (Event Sponsor)

North Taranaki Midweek (Volunteer Call) Razz Print & Design (Printing & Design) Le Dejeuner Catering Services (Event Sponsor) Mookies Cookies (Event Sponsor) Andy Walmsley Photographer (Event Volunteer Photographer)

Sport Taranaki (Training Venue) Blind Foundation (Event & Training Venue) The Wheelhouse (Event / Education Support) Taranaki Community Law (Education Sponsor) Events Pronto (Events Sponsor) New Plymouth Surf Riders Club (Venue)



Flower is

New Zealand's

National Flower

Thestitates in proto are from my garden I give to your to brighten your day