



Newmarket Connections Community Information & Volunteer Centre &  
Imagine Canada  
Invite you to

***PROTECT YOUR PEOPLE:  
KEY RISKS AND BEST PRACTICES***

On

**Tuesday, December 1, 2009**

**8:30- 4:30 p.m.**

at

Newmarket Public Library, 438 Park Avenue

**\$50 per person**

*Including resource binder & hot lunch*

This is a general workshop for all charities and nonprofits, regardless of their mission. This busy day begins with overall concepts and the second half of the day looks into handling specific key risks that nonprofits face. Topics will include:

- 3 Risks Often Neglected
- How to Find & Map your Key Risks
- 4 Filters to Put Each Risk Through
- Creating a 90-day Task Force
- Crisis Management
  - How to Motivate Your Board, Staff & Volunteers to Manage Risk
  - How to Minimize Board Legal Liability
  - 4 things I'd need before joining your board
- Managing Volunteers & Employees
- Transportation & Volunteer Driving
- Partnering & Contracting
- Screening & Understanding Police Checks
- Cyber Risks & Young Volunteers
  - Special Events (including Alcohol)
- Writing Strong Participant Waivers
- Free Experts: Using Your People
- Creating a Culture of Candour

Join us and Imagine Canada's Insurance and Liability Resource Centre for Nonprofits trainer David Hartley.

Please **RSVP** to Jennifer by November 23, 2009

[jleveridge@newmarketpl.ca](mailto:jleveridge@newmarketpl.ca)

Subject: Presentation

or

905-953-5110 ext 4710

With your name, organization, phone number and email address.

Cheque payable to Newmarket Public Library or cash one week in advance as space is limited; only two participants per organization please.

*Brought to you by Imagine Canada in partnership with Newmarket Connections Community Information & Volunteer Centre as part of the Nonprofit Library Network's Community Workshop series. Imagine Canada is able to present workshops and place community collections in nonprofit and voluntary organizations in Ontario thanks to the generous support of the Ontario Trillium Foundation.*