

PRESENTERS BIOS

CAREER FOCUS INTERNSHIP PROGRAM

YOUTHFUL INNOVATION....

Bright Young Minds Available to Your Organization

If you are seeking some assistance with a special project or you have a lot on your plate and could use a skilled and enthusiastic young person on your team, the Alberta Community and Co-operative Association (ACCA) may have what you are looking for.

ACCA's Career Focus Internship Program offers the opportunity to hire a post-secondary graduate for a 12 week period with financial subsidy.

By hiring a young person in this program, you are providing them with your mentorship and valuable work experience that they need for their résumé to help launch their career.

Through the Career Focus Internship Program, ACCA provides an hourly subsidy of \$8.80 for positions in which the interns have meaningful work experiences. Host organizations are asked to match the subsidized amount or pay up to the appropriate rate for that position.

Interns

Are you....

A post secondary student looking for employment?
Having difficulty finding employment in your field?
Willing to take on a new challenge?
Seeking an opportunity to put your knowledge into practice?
Interested in learning about alternative business models?
Looking for a work environment where you can make a difference?

What does it offer...

A challenging work place for at least 12 weeks
A personal mentor in your host organization
Educational activities
Provides "Real World" experience

Who is eligible...

Youth between the ages of 15 and 30 years of age.
Completed post-secondary education.
A Canadian Citizen, or a permanent resident or protected person within the meaning of the Immigration and Refugee Protection Act.
Legally entitled to work in Canada.
Legally entitled to work according to the relevant provincial/territorial legislation and regulations.

Richard Stringham P.Ag. – Co-operative Basics

With over 25 years in leadership development and facilitation services to the co-operative sector, Richard's co-operative experiences range from local to international. For over 19 years with REDA, he managed and delivered leadership programs for elected leaders, and other volunteers and youth. He has provided training for staff of co-operatives, and facilitated strategic planning sessions for co-operatives and community organizations. His volunteer experiences in the co-operative sector include serving as a Board Member and Chair of the Finance Committee of a housing co-operative, and a member relations committee member with a retail co-operative. Richard also provides co-operative development services and governance consulting services.

Barry Ashton - Financial Analysis and Planning for Non-Financial Managers

Barry Ashton is an accounting professional (CMA) with a Masters degree in Business Administration, whose recent work has been in the areas of financial management, strategic and business planning and board governance. He has facilitated workshops on these subjects for several companies in the business and co-operative sectors, as well as for several non-profit organizations. He has extensive Board experience with both for profit and non-profit organizations.

Pat Knoll Q.C. PRP.CP – Parliamentary Procedures “According to Roberts Rules”

Pat Knoll is a professional registered and exam certified parliamentarian with the National Association and American Institute of Parliamentarians. He has provided parliamentarian training and workshop studies for over 20 years to various organizations and corporations in western Canada. Past and current clientele include the United Farmers of Alberta, Credit Union Central, Calgary Co-Op, and Agricore United.

ALBERTA COMMUNITY
AND CO-OPERATIVE
ASSOCIATION

ACCA TRAINING WORKSHOPS

WINTER
2012



Alberta Community and Co-operative
Association
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Website: www.acca.coop

WORKSHOPS

Co-operative Basics Learning Objectives...

- Distinguish co-ops from other business forms
- Clarify principals
- Build a sense of pride in our co-operative heritage
- Learn about other co-operatives
- Identify the co-operative advantage
- Basic roles of the delegates and directors

Date, Time, Location and Price

January 9th & 10th, 2012, 8:30 a.m. - 4:30 p.m.

Please note: **This is a two-day workshop**

Executive Royal Inn, Beechcraft Room, Leduc-Nisku
8450 Sparrow Drive, Leduc, AB
Phone: 1-888-202-3770

Members - \$500.00 + GST Non-Members - \$570.00 + GST

Financial Analysis and Planning for Non Financial Managers Beginner and Advanced Course together

Learning Objectives...Beginner

Understand budgets and their role in internal control, Understand the key information contained in financial statements and statement relationships, Identify sources and uses of cash, Calculate ratios for liquidity, return on equity and return on investment, Discover aids to financial decision-making and comparison

Learning Objectives.... Advanced

Understanding aids to financial analysis and evaluation, financial decision making, and for assessing the financial health of an entity. Understand the role and functions of the audit committee of a board of directors. Understand the audit committee's role in risk management and internal control. What the Audit Committee needs to know about international financial reporting standards—how they differ from GAAP and how they are likely to impact upon co-operatives. Understand non-profit financial reporting and how it differs from for-profit financial reporting.

Date, Time, Location and Price

April 12th, 2012 - 9:00 a.m. - 4:00 p.m.

April 13th, 2012 - 9:00 a.m. - 4:00 p.m.

Please note: ** This is a 2 day course**

Executive Royal Inn - North Calgary, AB
2828 - 23 St NE

Phone: 403-291-2019

Members - \$450.00 + GST Non-Members - \$520.00 + GST

WORKSHOPS

Parliamentary Procedures (Business Meeting Rules)

Learning Objectives...

What the different types of motions are and when to use them. How to know which motion gets priority; How to make motions and debate them; How to amend a motion; How to amend an amendment.

Participants should be prepared to participate in an intense learning session

Date, Time, Location & Price

March 2, 2012 9:00 a.m. - 4:00 p.m.

Executive Royal Inn - North Calgary
2828 - 23 St. NE

Phone: 403-291-2009

Members - \$450.00 + GST Non-Members - \$525.00 + GST

Please Note: Lunch, snacks and all instructional material will be included in the cost of all ACCA workshops



Cancellation Policy:

Cancellations received one week prior to the commencement of a workshop, are eligible for a full refund of registration fees less \$75.00 plus GST for ACCA administration. A registered participant may send a substitute at no additional charge.

REGISTRATION

Sign up for:

	Members	Non-Members
<input type="checkbox"/> Co-operative Basics	\$500.00	\$570.00
<input type="checkbox"/> Financial Analysis & Planning	450.00	520.00
<input type="checkbox"/> Parliamentary Procedures	450.00	\$520.00

Subtotal _____

5% Tax: _____

Total: _____

Name _____

Address _____

Phone _____

Method of Payment

- Cheque
 Invoice Me
 Visa
 MasterCard

Credit Card # _____

Exp. date _____

Signature _____

Member Discount Rates:

Delegates, Directors, and staff of ACCA member organizations include:

Agrifoods International Co-operative Ltd., Alberta Barley Commission, Alberta CED Network, Association of Alberta Co-op Seed Cleaning Plants, Calgary Carshare, Calgary Co-operative Association, Calgary Co-operative Memorial Society, Canadian Workers' Cooperative Federation, Central Alberta Co-op Ltd., Central Alberta REA, Credit Union Central Alberta, Federated Co-operatives Limited, Federation of Alberta Gas Co-ops Ltd., Lac La Biche Gas Co-op, Miller Thomson LLP, Multicultural Health Brokers Co-operative, North East Gas Co-operative, North Parkland Power REA Ltd, Northern Alberta Co-operative Housing Association, Peace Energy Co-operative, Sanguo Opportunity Development Cooperative, SERVUS Credit Union Ltd., South Alta Rural Electrification Association Ltd., Southern Alberta Co-operative Housing Association, SPARK Your Power Our Future, The Co-operators Group Limited, UFA Co-operative Limited, Wild Rose Agricultural Producers, Wolf Farms.