

# Free Governance Training for Cemetery Trust Members

At the Institute of Community Directors Australia (ICDA), we recognise the valuable contribution you make to your local community as a Cemetery Trust member.

So that you can thrive in your role, we have worked with the Department of Health to design a free, two-day, face-to-face workshop program which is highly practical, providing you with the necessary skills and tools to enhance the effective management of your Trust:

- Embrace your role with confidence.
- Meet other Trust members in your area.
- Gain skills to support your local community.

The program offers a valuable and solid foundation for Trust members who are committed to implementing strong governance and operational processes for their Trust.

The workshops cover topics such as strategy and planning, risk management, financial governance, legislative frameworks, effective operations and oversight, stakeholder relations and more. Our training will help you:

- Better understand your legal and ethical responsibilities as a Trust member.
- Be up-to-date with any regulatory changes that have recently occurred.
- Share your experiences and solutions, and get to know peers from other Trusts.
- Know where to go if you need more information or help in fulfilling your role.

## Why attend our workshops?

### In 2022:

- **100%** of Cemetery Trusts respondents said that the workshop helped them identify actions that they can apply in their organisation.
- **98%** of Cemetery Trust training participants agreed that they gained new knowledge and skills during the workshop.
- **90%** of the participants in Cemetery Trust training workshops agreed that they had extended their networks and met new peers by participating in this workshop.

## Certificate of Attainment

To be eligible for a Certificate of Attainment for the Department of Health Cemetery Trusts Governance and Operational Training, you should complete both Day 1 and PLUS Training within the term of your 5-year appointment.

## Two days of training

Both days of training are offered at various locations throughout the year for you to choose from. The two days to complete are:

1. Cemetery Governance and Operations DAY 1
2. Cemetery Governance PLUS

Your two days can be taken on consecutive days (where available), or you can separate them. For example, you might complete Cemetery Governance DAY 1 in the first part of the year, and Cemetery Governance PLUS in the second part of the year.

## Training dates and times

We come to you – our face-to-face workshops are offered across Victoria each year. Each training day runs from 10:00am - 3:30pm. There is no cost to attend, and catering is provided at all sessions. Please note: when required, sessions may also be run online.

## Request a workshop

If you find none of the pre-scheduled training events are suitable for your Trust, we may be able to arrange a workshop especially for you, provided that your Trust can guarantee attendance of at least six people (two or more Trusts may get together to arrange this). These sessions can be held in-person or online.

## Additional online training

We offer additional self-paced online training designed for Trust secretaries. The training is different from the face-to-face workshops and does not replicate their content. This additional training is freely available to Trust members.

## Contact us

Visit [www.communitydirectors.com.au/cemetery-governance](http://www.communitydirectors.com.au/cemetery-governance) to register or find out more, or call 1300 137 475 or email [learn@ourcommunity.com.au](mailto:learn@ourcommunity.com.au)