



AFOA BC Training Series 2008

"First Nations Band Management & Best Practices"

First Nations Band Management & Best Practices

Are you facing administrative and financial challenges as a administrator? AFOA has developed a two day training workshop to address some of these challenges that can help you manage effectively in spite of limited capacity and resources. This training will be of interest to band managers, finance personnel and band councilors. Specific topics include Time Management; Strategic Planning and Management; Managing Human Resources; Financial Planning Accountability and Economic Development. The management principles covered are applicable for all First Nation organization administrations.

Topics Include:

1. Time Management
2. Strategic Planning
3. Managing Human Resources
4. Financial Planning and Accountability
5. Economic Development

1 Participant Information

One form per person. Please print clearly.

Member/ Non-Member First Name: _____

Last Name: _____

Title: _____

Organization: _____

Address: _____

City: _____ Province: _____

Postal Code: _____

Telephone: () _____ Fax: () _____

Email: _____

2 Fees and Location Registration

AFOABC Seminar rates include seminar fee, learner's resources book, lunches and refreshments.
(Please check location you will be attending)

- Early Bird (3 weeks with Pmt)\$350.00
- Regular \$400.00
- Regular Guest Rate \$400.00
- Non-Member Rate \$500.00
- Student Rate \$100.00

- Victoria, BC **November 12-13 2008**
- Prince George, BC **January 12-13 2009**
- Prince Rupert, BC **February 4-5 2009**
- Vancouver, BC **February 9-10 2009**

3 Payment

Total Payable: \$ _____

4 Method of Payment

Cheque – Make payable to the **Aboriginal Financial Officers Association of BC**

1. Please fax your complete Registration to AFOA BC at (604) 988-2625.
2. Mail your cheque to AFOA BC at the address below.

Credit Card - Visa

1. Please complete visa credit card information below.
2. Fax your complete registration to AFOA BC at (604)925-6370.

Card #: _____

Expiry Date: _____

Cardholder Name: _____

Signature: _____

5 Cancellation Policy

Advance registration is required by fax or mail. . Payment must accompany your registration. Cancellations are only accepted up to 7 days prior to the event. All cancellations are subject to a processing fee of \$25.00. Refunds will be given provided the Association receives written notice. Please note that the agendas subject to change due to unforeseen circumstances of presenters or venue. The Association reserves the right to cancel the conference due to insufficient registration. In the event of cancellation, delegates who have paid in full will be reimbursed.

6 Accommodations-TBA

7 Information

For more information please contact Darlene Glaim at (604)925-6370 or edcoordinator@foabc.org or check out our website at www.foabc.org **AFOA BC MAILING ADDRESS: 1010-100 Park Royal South, West Vancouver, BC V7T 1A2**