



**Southend Association of Voluntary Services**  
SAVS Centre  
29-31 Alexandra Street  
Southend-on-Sea  
Essex  
SS1 1BW

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## **SOUTHEND VOLUNTEER ORGANISERS FORUM - INVITATION**

**Guest Speaker – John Williams (Growing Together)  
RETAINING VOLUNTEERS**

**Wednesday 10 February 2010**

**10.00 am – 12.00 (lunch to follow)**

**In the Large Conference Room at the SAVS Centre, 29 – 31 Alexandra Street,  
Southend-on-Sea, Essex SS1 1BW**

We will be holding the **Southend Volunteer Organisers Forum** here at SAVS on **Wednesday 10<sup>th</sup> February 2010**. The Volunteer Organisers Forum is an opportunity for Organisations and groups that involve volunteers to get together, network and learn from each other by raising issues and concerns. It is a chance for groups to improve their volunteering 'best practice' and to keep up to date with volunteering protocol. The Forum is also the place to discuss issues of strategic importance that we can take forward to our statutory partners on behalf of the voluntary and community sector. As a united voluntary and community sector we can build a powerful voice to shape the planning and delivery of services in Southend.

The Agenda for the meeting is attached.

The invitation is extended to all voluntary and charitable organisations in Southend. Please complete and return the attached registration form by **Wednesday 3<sup>rd</sup> February 2010**, if you wish to attend.

I look forward to seeing you, for what promises to be an interesting and informative event.

With thanks

*Emily Middlemast*  
**Volunteer Centre Manager**

**Volunteer Organisers Forum**  
**Wednesday 10<sup>th</sup> February 2010**  
**10 am - 12.00 pm (lunch to follow)**

**SAVS Large Conference Room,  
29-31 Alexandra Street, Southend-on-Sea**

**AGENDA**

- 10.00 Registration & Coffee
- 10.10 Welcome & Introduction
- 10.15 John Williams (Growing Together) – Retaining Volunteers
- 10.35 Q and A
- 10.45 Jan Axcell – AdVance Training (SAVS)
- 11.00 Daniel Turpin - involved (Youth Volunteering)
- 11.15 Round Robin – Information Sharing
- 11.45 Strategic Partnership Information (including Compact) – Celia Clark
- 11.50 Future Meetings  
Any other business
- 12.00 Lunch

**SAVS EVENT REGISTRATION FORM**  
**Volunteer Organisers Forum : Wednesday 10<sup>th</sup> February 2010**

<b>Name</b>	
<b>Job Title / Volunteer role</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>E-mail</b>	

	✓
Will you require lunch?	
<b>Do you have any specific dietary requirements? (Please give details below)</b>	

<b>Do you require any of the following?</b>	✓
Wheelchair access	
Large print documents	
Other specific requirements (Please give details below)	

NB. Please complete this registration form as it will enable us to plan for catering and room arrangements to ensure the event is as enjoyable as possible. Thank you.

**Please return this form by Wednesday 3<sup>rd</sup> February 2010**

**Post to: Emily Middlemast , Volunteer Centre Manager, SAVS Centre,  
 29 – 31 Alexandra Street, Southend-on-Sea, Essex SS1 1BW, or  
 Fax to: 01702 356011, or  
 E-mail confirmation and specific requirements to [vb@savs-southend.co.uk](mailto:vb@savs-southend.co.uk)**

**Photographs**

We may take photographs at some of the forum events for publicity purposes. If you do not wish to have your photo taken please tick this box: