

15TH Anniversary

Lead Sponsor

FIRST NATIONS BANK
The Aboriginal Bank **OF CANADA**

AFOA CANADA NATIONAL CONFERENCE

FEBRUARY 17-19, 2015

RBC CONVENTION CENTRE WINNIPEG
WINNIPEG, MB

Pre-Conference Workshops February 17, 2015

RBC Convention Centre Winnipeg - Winnipeg, Manitoba

Workshop registration fee includes continental breakfast, refreshments and lunch. Please see reverse registration form to register. For more information or information regarding workshop space availability, please contact **1-866-722-2362** or **info@afoa.ca**. Please note that this does not include conference registration.

Human Resources Management Essentials: Module 4 – Employee Compensation and Benefits

The fourth Human Resources Management Essentials Module in the series provides participants with information that will enable them to enhance **employee compensation and benefits** functions within their organizations. This one day workshop covers the following topics: compensation design – salary and other pay, job design, reward and incentive programs; relevant legislation and regulations regarding compensation; benefits – employee assistance programs, health and wellness plans and initiatives, health care benefits; pensions and retirement savings; and payroll administration.

First Nations Community Governance

This workshop on First Nations Community Governance is directed toward elected Aboriginal leaders and Senior Administration staff working in First Nation communities. It has been designed to provide a general overview of Aboriginal governance concepts, as well as many practical examples and best practices to assist elected Aboriginal leaders and administration staff in better understanding the roles and responsibilities of the governing body, administration and community members. Topics covered include: role of Aboriginal governing bodies; local Aboriginal governance structures and issues; principles of good governance; a First Nations perspective; the power of Chief and Council; tools for council meeting management; and a refresher on policy.

An Introduction to Community Economic Development

Increasingly, economic development is being recognized as a way for Aboriginal governments and communities to increase their wealth, citizen employment, and community pride, and to build the influence and financial resources needed for other important goals. Economic Development can be approached in many different ways and it can all seem overwhelming. This one

day workshop provides you with an understanding of what economic development is and encourages discussion about best practices and lessons learned, and provides the basic tools needed to begin your own successful strategic economic development planning process.

Developing Business Plans and Funding Proposals

There is an increasing need for First Nations to develop multiple sources of revenue and to move away from their dependence upon federal financial transfers. With this in mind, greater emphasis is being placed on the development of community owned business and development corporations. A Business Plan is a vital tool that can help assess whether the development of a new business or the purchase of an existing business is prudent. This workshop will help you better understand the business planning process and the key elements of an effective business plan.

Demystifying Finance for Elected Aboriginal Leaders II

Working to enhance and strengthen the knowledge of elected Aboriginal leaders in performing their community financial responsibilities, this workshop builds on Demystifying Finance for Elected Aboriginal Leaders I. This workshop takes an analytical approach to understanding how to analyze financial reports through the use of financial ratios. The most frequently used financial ratios for Aboriginal organizations will be discussed and how they apply to community decision-making. These ratios include Industry ratios, Aboriginal Affairs and Northern Development Canada ratios and First Nation Financial Management Board financial ratios. There will also be a discussion on financial trends, debt and revenue sources.



***“Business Development - Capitalizing on Opportunities
that Lead to Self-Reliance and Economic Prosperity”***



AFOA CANADA
Building a Community of Professionals

September 2014

PRE-Conference Workshops Registration Form (does not include conference)

RBC Convention Centre Winnipeg - Winnipeg, Manitoba



Please complete 1 form per person - fax to (613) 722-3467 or email to pdebassige@afoa.ca

1. PARTICIPANT (PLEASE PRINT CLEARLY)

First Name: _____ Last Name: _____

Title: _____

Organization: _____

Address: _____ P.O. Box/ Suite / etc.: _____

City: _____ Province: _____ Postal Code: _____

Telephone: () _____ Fax: () _____

Email: _____

2 – WORKSHOP REGISTRATION FEES The registration fee includes continental breakfast, refreshments and lunch. Please ✓ below the pre-conference workshop of your choice.

These are a **one-day pre-conference** workshops scheduled for February 17, 2015:

- Human Resources Management Essentials: Module 4 – Employee Compensation and Benefits
- First Nations Community Governance
- An Introduction to Community Economic Development
- Developing Business Plans and Funding Proposals
- Demystifying Finance for Elected Aboriginal Leaders II

Registration Fee:

- AFOA Canada Member \$480
- Non Member \$680

3 – PAYMENT METHOD Registration Fee \$ _____ + 5% GST \$ _____ = Total \$ _____

Note: If your Indian band is GST/HST exempt and paying for your registration fee, please submit your band's exemption certificate with your registration form. If not, then GST/HST applies. AFOA Canada HST/GST number 883195927RT001.

Cheque (payable to AFOA Canada) VISA Mastercard Amex

Card Number _____ Exp. Date _____

Name of Cardholder _____ Signature _____

If you are paying by credit card, fax your completed form to AFOA at (613) 722-3467. **If you are paying by cheque**, please mail your payment with a copy of this form to AFOA Canada at 1066 Somerset Street West, Suite 301, Ottawa, Ontario K1Y 4T3.

4 - CANCELLATION / SUBSTITUTION

Cancellation of registration should be sent in writing to AFOA Canada, by fax 613-722-3467 or email to pdebassige@afoa.ca. Cancellations will be accepted until January 19, 2015 for a full refund. A \$300 cancellation fee will apply for cancellations received between January 20 and February 2, 2015. No refund for cancellations received on or after February 2, 2015 and no refund for no-shows at the workshop. **Substitutions are accepted at any time. No-shows are still expected to pay.**

Your signature is required as authorization of registration. Please sign and date below.

Signature _____ Date _____