



Delivery of WSD Courses	Ongoing Support to Members	Promote WSD and our Courses	Documentation and Reporting	Funding Related
<ul style="list-style-type: none"> • Provide coordination • Provide facilitation • Maintain Course Workbook and other course resources 	<ul style="list-style-type: none"> • Publishing WSD Newsletter • Maintain closed Fb page • Arrange speakers' nights • Host WSD events • Support members to host their own events 	<ul style="list-style-type: none"> • Distribute WSD Brochures • Maintain Public Fb page • Maintain WSD Website • Advertise courses in newspapers, radio, on-line • Handle course (and other) enquiries from website or Spark message service 	<ul style="list-style-type: none"> • Update membership lists • Update brochure distribution list • Maintain WSD procedure sheets • Report on courses • Report on graduates • Report on web visitors • Complete annual returns (e.g. Charities Commission) 	<ul style="list-style-type: none"> • Manage finances • Manage subscriptions • Manage approaches to business and community groups for sponsorships, grants, etc • Manage other fundraising initiatives