

WEBINAR

Responding to
COVID-19



Responding to COVID-19: Your questions answered

The webinar will begin shortly.

- Make sure you are connected to the audio.

**CHARITIES
SERVICES**

Ngā Ratonga Kaupapa Atawhai



**Te Tari Taiwhenua
Internal Affairs**

INTRODUCTION

WELCOME

Kayt Bronnimann is a capability advisor with Charities Services and will present the webinar on the **Responding to COVID-19** today.

She will be joined by some of her colleagues from Charities Services as well as a representative from Hapai Hapori Community Operations.

LOGISTICS

- Make sure you connect to the computer audio when you join.
- Echoing or distortion? Try using headphones
- This webinar is being recorded and will be uploaded to the Charities Services website and Youtube channel.
- Listen-only webinar. Click the Q&A icon to type questions. If your question doesn't get answered during the webinar, email us at info@charities.govt.nz
- A link to all the resources will be sent to you after the webinar. They will also be available on our website on the webinars page.

RESPONDING TO COVID-19

- Uncertain and tough times. But we are here to help.
- Always keep up-to-date on any new developments by checking the Government's COVID-19 website:

<https://covid19.govt.nz/>

The logo features the text 'Unite against COVID-19' in a white sans-serif font. 'Unite' and 'against' are stacked vertically, with 'COVID-19' on a yellow rectangular background below them. The text is set against a background of several overlapping yellow chevron shapes pointing to the right.

Unite
against
COVID-19

TODAY'S WEBINAR WILL COVER

- How should charities be operating during this time?
- What should charities be prioritising in their planning?
- Documenting finances and decision making.
- How to support and engage volunteers and staff during COVID-19.
- What if charities need to hit pause or wind up?

HOW SHOULD CHARITIES BE OPERATING DURING THIS TIME?

- Planning ahead for each of the alert levels.
- <https://covid19.govt.nz/alert-system/covid-19-alert-system>
- Prioritise the safety and wellbeing of your staff, volunteers and stakeholders.
- Working remotely and staying connected.
- AGMs, events and gatherings under the different alert levels.



HOW SHOULD CHARITIES BE OPERATING DURING THIS TIME?

- Be aware of scams
- Look out for: scam or phishing emails, emails containing malware, text message scams
- Visit cert.govt.nz for more information
- Take care with personal information
- Use caution using apps such as House Party or TikTok

WHAT SHOULD CHARITIES BE PRIORITISING IN THEIR PLANNING?

- Continue to meet remotely
- Risk planning
- Keeping safe
- Legal obligations
- Financial position
- Funding



WHAT SHOULD CHARITIES BE PRIORITISING IN THEIR PLANNING?

- Government support:
 - Wage subsidy
 - Small business cash flow loan



- Financial support tool
- <https://workandincome.govt.nz/covid-19>

COMMUNICATION



- Clear messaging
- Information heavy environment
- Think about electronic communications
- Government COVID pages for key messaging

RECORDKEEPING: FINANCES AND DECISION MAKING

- Keep up with meeting minutes
- Continue to record your finances
- Annual reporting to Charities Services
- Audits

VOLUNTEERS AND STAFF

- Offer reassurance
- Different staff needs and circumstances
- Keeping staff safe when they are at work
- Remote working



WHAT IF CHARITIES NEED TO PAUSE OR WIND UP?

- Pressing the pause button
- Collaboration
- Winding up
- Donor advised funds

HOW CHARITIES SERVICES IS WORKING

- Working from home but open and available to you
- Online clinics instead of face to face engagement
- Keeping connected with sector representatives
- We want to hear your stories



QUESTIONS?

- Email info@charities.govt.nz
- Our COVID-19 pages:
<https://charities.govt.nz/covid-19/>
- Thank you and stay safe!