

Reclaim Your Volunteer Hours with a Digital HQ

Teaching associations play a vital role in the Australian education landscape. While some are major organisations, most are run by committed volunteers who don't have a lot of spare time. So why not reduce the admin burden to focus on core business?

Join the Australian Professional Teachers Association (APTA) for a practical, four-part webinar series designed to reduce your admin overheads to focus on the things that matter most to your members and to give back time in your busy schedule.

These webinars are built for volunteers, by a volunteer. We will use *Airtable* (a free, powerful database tool)* to show you how to build a professional "Digital Headquarters" that supports your work. The sessions aren't theoretical or pie-in-the-sky, but a practical way to improve efficiency and save time!

TUES 12 MAY 2026

TRACKING EVERY CENT: MANAGING FINANCES

Stop juggling spreadsheets and misplaced receipts. Keep track of expenses, categorise spending and manage digital reimbursements. Finance made easier!

TUES 11 AUG 2026

BEYOND THE NOTEPAD: MINUTES, DOCS & TASKS

No more misplaced minutes! Supporting secretaries in managing meeting minutes, agendas and papers, tracking tasks, actions and decisions.

TUES 2 SEP 2026

THE PEOPLE WHO MATTER: MEMBER MANAGEMENT

Automating member management - tracking registrations, renewals, attendance and engagement to ensure your members are supported and connected.

TUES 10 NOV 2026

THE 5-MINUTE HANDOVER: STRESS-FREE TRANSITIONS

Centralising your governance to ensure easy access to key documents, important records and vital data to streamline transition procedures for your committee.

7:30pm - 8:30pm AEDT/AEST (Sydney time). Please check your local times.

PRICING	Per session For focus on a specific need	Full series pass Access to all 4 sessions.
Individual	\$40	\$120
Team pass - 3 per session.	\$90	\$270

REGISTER
HERE
[apta.edu.au](https://www.apta.edu.au)

SUPPORT ASSOCIATIONS!

These webinars are a fundraiser for APTA. Your registration will support our work.

Recordings available for 14 days post event for those who can't attend live. All associated presentations, documents and templates also provided. For the team pass, any three members can attend each session - you can mix and match!

Presenter: Steve Hawkins. Steve is the secretary of the Australian Professional Teachers Association and is actively engaged in associations in the NT and nationally. He has experience as an association officebearer at all levels, and has a strong interest in how ICT can be used to better support associations to manage their administration.

* This webinar is not affiliated with *Airtable* in any way - we are using it because it is a powerful, free tool that makes many association processes more efficient. No previous experience with *Airtable* is needed, and we will provide the base templates set up and ready to go. Setting up an account (and having a quick play!) will certainly help!