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Email:
membership@trusteenet.org.uk

NB: The filing period for charitable companies' accounts has changed. For financial years beginning after April 2008 charitable companies have 9 months to file their accounts rather than 10.

news and opinion from a trustee's perspective

VIP Trustee Lounge at Charityfair – 10th June

Charityfair is the largest training and learning event for the voluntary and community sector, with over 80 workshops and 30 exhibitors. It runs on 10th and 11th June at Central Hall Westminster, and entry to the exhibition and our lounge is free.

CTN is very pleased to be hosting a Trustee VIP Lounge at Charityfair this year. The VIP Lounge is sponsored by Unity Trust Bank, and we would love as many trustees as possible to join us for free refreshments on **Tuesday 10 June**. There will also be loads of resources for trustees, the chance to ask questions about trusteeship and opportunities to network with other trustees and find out more about CTN's work.

For more information about Charityfair, go to www.charityfair.org.uk

CTN's Annual Lunch and Lecture – 16th June

CTN was registered as a charity 10 years ago this year. Come and help us celebrate at our annual lunch and lecture.

There will be a lecture by Andrew Phillips, OBE, entitled 'Don't let the b*****s get you down!', and seminars delivered by CTN, CCLA, the Charity Commission, and the Office of the Third Sector, on a range of topics -

- Trustees and money
- What does a good trustee board look like?
- Charitable Incorporated Organisations – What are they and how will they work?
- Charities Act 2006, implementation in 2008
- Trustees' Annual Reports – more interesting than you may think

trusteenetplus members can come to the event free. It will cost everyone else £40, unless you pay £40 to join **trusteenetplus**, and then you can come to the event for free. Details about **trusteenetplus** are available at www.trusteenet.org.uk/upgrade

For more information about the lunch and lecture and to find out how to register go to www.trusteenet.org.uk/events/ctn-annual-lunch-and-lecture

Addressing tricky and sensitive issues on the board

CTN is regularly approached by trustees with concerns about an issue on their board, such as a trustee being dominant or not turning up to meetings. These issues are often very sensitive, difficult to resolve and can cause a fair amount of stress. As the national charity that supports trustees we are exploring ways of supporting trustees to address such issues.

Tip: Think about ways that you can celebrate success and motivate people – little things can make people feel so much more positive about their involvement with a charity. Sometimes just some cake or a drink after trustee meetings is enough.

Many charities have codes of conduct for their trustees, but in our experience, they are rarely used. However, these codes of conduct could be used to address some of the issues which trustees experience on their boards.

CTN is putting together resources to help trustee boards develop codes of conduct that are appropriate for their organisations, and to support them to use those codes of conduct once they are in place. This will include model codes of conduct, guidance on putting together a code of conduct and case studies about how other organisations have used codes of conduct.

We need your help to make sure that these resources address the needs of trustees in the most helpful and practical way possible. We would like to hear from you about -

- the kinds of trustee behaviours that have caused you concern and difficulties.
- your experience of putting in place and using a code of conduct, even if you've never used it (and we'd love to receive a copy of your code of conduct)

We'd love to hear your thoughts by email or phone - contact Claire Farmer on claire.f@trusteenet.org.uk or call on 01483 230 289.

Alternatively or additionally, you can complete our confidential online survey by going to www.trusteenet.org.uk/your-voice/surveys/current

We will also be running events to explore these issues, so keep an eye on the events page of www.trusteenet.org.uk and on future newsletters.

Fundraising – making the most of trustees?

Clyde Williams is the author of The PLATFORM a fundraising approach which combines a method for building relationships with easy to use software.

Trustees are encouraged to join organisations for many reasons. A very popular reason is to gain their support for the fundraising effort. On the other hand "supporting the fundraising effort" often does not seem to be high up new trustees' agenda.

There can be tension between staff and trustees when discussing fundraising performance. Fundraising is tough anyway, and results are extremely unpredictable, but poor communications between staff and trustees can easily lead to a loss of confidence, frustration, and potentially an acrimonious parting.

How can this situation be improved?

Trustees bring an invaluable body of expertise to organisations. Along with this, they possess another asset which is often invaluable to successful sustainable fundraising – personal contacts. However, there is often grave anxiety about sharing personal contacts. Trustees worry about whether their contacts will be approached appropriately, asked for the wrong things, and whether the approach would lead to embarrassment all round.

To allay these fears staff and trustees need to work together in 3 key ways-

1. Establish roles trustees are willing to play in support of fundraising. Then, make use of that willingness, while recognising that the day-to-day

work must be undertaken by the staff.

2. Involve trustees who may have relevant personal contacts in targeting particular organisations or funders. This should allay trustees' anxieties about how their contacts are being used.
3. Solicit support from trustees to establish the best means of getting the organisation's message over to key individuals.

Adopting these simple steps will lead to trustees and staff having greater confidence in working together to make the most of trustees' skills and contacts. And this should lead to stronger relationships with key donors, which in turn contributes substantially to sustainable fundraising success. Visit www.sho-net.co.uk for further information.

What trustees can and cannot delegate

The Institute of Chartered Secretaries and Administrators has released new guidance on matters reserved for boards of trustees. The Guidance Note draws upon a number of documents and legislation in order to develop a specimen list of matters reserved for the board in respect of those decisions that cannot be delegated.

This provides helpful clarification for trustees in an area which is often quite unclear, and can be found at: www.trusteenet.org.uk/resources/matters-reserved-board-trustees-icsa-guidance-note

CTN People

Introducing Sue Howson, CTN's administrator.

Sue, how long have you been working at CTN?

It will be three years at the beginning of June.

Apart from CTN, do you have any other involvement with charities?

I have been involved with the local branch of the Multiple Sclerosis Society for 15 years, ten of which was as a Committee Member and I am a volunteer Walking For Health walk leader in a local scheme hosted by Age Concern Guildford.

As the administrator of a small charity, what is the issue at the forefront of your mind at the moment, and how are you dealing with it?

At the moment I am trying to source a suitable entry level accounting package which will deal with accrual accounting and SORP reporting requirements.

You respond to a lot of queries from charities. What are the resources you recommend most often to trustees?

The Charity Commission website is an excellent source of information and guidance when people are looking for answers to quite technical issues relating to their charity. Their guides too are very readable, mostly freely downloadable or as available free as hard copies. But for a range of general resources and signposts I would recommend our website - www.trusteenet.org.uk

And outside of the office; what are you currently reading for pleasure?

I have just finished Patrick Hamilton's "The Gorse Trilogy" and have two non fiction books currently on the go; "Our Longest Days - A peoples history of the Second World War" and George Monbiot's "Heat - How we

KEEP YOUR DETAILS UP TO DATE

If you are no longer a trustee or your details have changed, log in to www.trusteenet.org.uk to update your details.

ANY OTHER BUSINESS?

Do let us have your feedback on this e-newsletter by replying to this email. Let us know if we are getting it right or how we can improve this e-newsletter. **trustee focus** goes out bi-monthly, and we want as much content as possible to be from you - we would really welcome your ideas and submissions.

can stop the planet burning" with a biography of Wilfred Owen waiting in the wings.

Getting a fair deal from contracts

The Directory of Social Change has put together a course for managers and trustees who may be involved in bidding for, negotiating and managing contracts and service level agreements.

The next round of the course will be run at Bolton CVS on the 7th and 8th May, with a follow up day on 25th September. Future courses will be run in Southampton in June/July and in the East and West Midlands later in the year. These courses are funded by the Tudor Trust, so only cost £40. For more information on these courses go to

www.trusteenet.org.uk/events/getting-fair-deal-contracts-2008-bolton

The course also runs in London on the 8th and 9th July and 6th and 7th September, but these are not supported by the Tudor Trust, and cost between £200 and £450. For more information on these courses, go to www.dsc.org.uk/Training/@2307

There is a book on the same subject, which is also available from DSC called **Surviving Contracts, the complete guide for voluntary organisations**. For more information visit - www.dsc.org.uk/Publications/@7798

Open Consultations

The Charity Commission currently has consultations open on its draft supplementary guidance on -

- Public Benefit and the Advancement of Education
- Public Benefit and Fee-charging
- Public Benefit and the Prevention or Relief of Poverty
- Public Benefit and the Advancement of Religion

To find out more about them and take part, go to -

www.trusteenet.org.uk/your-voice/consultations

Find out more about ethical investments

Responsible investment for charities – how to go about it. 22 May 5-7pm, London

An introduction to responsible investment for charities. 30 June 4-7pm, Manchester

To register for these free events or for more details please contact Sam Collin at the EIRIS Foundation: Tel: 020 7840 5738

Email: sam.collin@eiris.org Web: www.charitysri.org/events.html

Network Events in April, May and June

Please go to www.trusteenet.org.uk/events for more details of these and other events

28 April - Southwark Trustee Networks - London

5 June – Lewes District Charity Trustee Network – Lewes

16 June – Network of Women Chairs – London

26 June – Vale Trustee Network – Vale of Glamorgan

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