

trustee focus

March 2010

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For a full transcript of the House of Commons debate on trusteeship [CLICK HERE](#)

Trusteeship in the House

Tom Levitt MP, Chair of the All-Party Parliamentary Group on the Voluntary and Community Sector, raised the issue of trusteeship for a recent debate in the House of Commons and highlighted CTN's work in providing *trusteefinder* – our free trustee recruitment tool. In his words, CTN's "trusteefinder website is excellent, a great facility for putting the right potential trustee in touch with the right charity".

Tom Levitt highlighted the need for further investment in trustee recruitment for the sector to ensure that there are enough people to run charities across the country and for the sector to do more to promote trusteeship. Responding to these issues, the Minister for the Third Sector, Angela Smith MP, recorded her thanks and appreciation for all the work that trustees do and hoped that the debate would assist in raising awareness of the trustee role.

CTN is delighted that trusteeship is being recognised at government-level and will continue to work with the Office of the Third Sector in seeking to extend the support and recruitment services available to you.

Governance stories – a chance to share your experience

The team at Governance Pages (run by ARVAC, the Association for Research in the Voluntary and Community Sector) are running a project called Governance Stories. Their aim is to collect a range of real life chair and trustee stories and experiences that can be shared online. Trustees will be interviewed on camera and then highlights captured in short video clips that can be viewed by others from the Governance Pages website.

This is a really valuable project, generously supported by the Community Development Foundation, and we hope that some of you will overcome your fears of being in front of a camera and get involved. If you would be interested in taking part in the project, or would like to find out more, please email: info@governancepages.org.uk.

trusteenetplus

trusteenetplus is a discounted package of benefits, for only £40 a year you receive:

- annual subscription to *governance** magazine, key to the success of any board,
- safety-net individual Trustee Indemnity Insurance cover and legal defence costs up to £25,000 from Zurich,
- a free claims helpline from Zurich,
- direct access to free legal advice from LawWorks on employment, data protection, company or intellectual property,
- 15% discount PLUS a free peer group report from BoardsCount™,
- free or discounted entry to CTN events.

For full details and to purchase **trusteenetplus** go to www.trusteenet.org.uk/upgrade.

CIPFA launch new charity accounting toolkit

CIPFA (The Chartered Institute of Public Finance and Accountancy) have launched a new on-line charity accounting toolkit aimed at small and medium sized charities. Designed by a team of charity accounting experts in conjunction with BPP Learning Media, the toolkit is a flexible and user friendly training solution ideal for individuals who are new to charity finance and charitable organizations. It comes complete with a self assessment module.

Its modules give a comprehensive introduction to:

- What is a Charity
- Charity Commission & Law
- Cash Book
- Bank Reconciliation
- Receipts & Payments & Trustees Annual Report
- Advanced Accounting
- Management Reports and Budgeting
- Miscellaneous
- Assessment.

Andrew Hind, Chief Executive of the Charity Commission said, "The CIPFA Charity Accounting Toolkit is a valuable addition to existing resources for treasurers, staff and volunteers in charitable organisations. We particularly welcome its focus on small and medium-sized charities; it will prove a useful learning tool not only for those new to book-keeping and accounting but also for accountants who are new to the charity sector."

A demonstration module is available by registering at: www.bpp.com/cipfa/charityaccountingtoolkit.

Purchase of the toolkit provides unlimited access and use of the resource for one user for the period of one year and is priced at £99.00 (incl. VAT), with significant discounts for the purchase of multiple licences. Access to the Toolkit is enabled by a username and password, unique to each license.

Taking the lead in making your organisation sustainable

Working together with the other trustees on your Board, you have an important role in influencing and providing positive change and delivering the values of your organisation. Applying sustainable development principles to your organisation can help strengthen your organisation's values, develop new and creative ways to save money, generate income and foster external interest both from potential funders and the general public. It may sound daunting, but actually there are a number of really simple ideas which can be easily implemented. Here are just a few to get you thinking: -

Trustee recruitment and induction

- Send out role descriptions electronically wherever possible and encourage applicants to apply in the same way
- Consider how much of your Trustee Induction Pack or Board Manual needs to be printed off – or can it instead be sent out as a PDF via email or accessed via your website or intranet

Prefer plain text? Email:
membership@trusteenet.org.uk

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.

- When hard copies are needed, print on both sides of the paper in “draft” form
- A strong sustainable development statement may encourage younger people keen to embrace green credentials to join your Board.

Where the Board leads the organisation follows.....

- Invite a knowledgeable speaker to a Board meeting or Away Day to talk about how best to develop sustainable development in your organisation’s vision, strategy and policy
- For Board meetings, Away Days and AGMs, choose venues easily accessible by public transport and encourage people to use it, or if that is not possible to car share
- Consider video and telephone conferencing if a face to face meeting is not essential and long journeys would otherwise have to be made
- Discuss how sustainable development impacts on the reputation of your organisation and your ability to fulfil your mission
- Appoint a “green champion” to liaise with staff and volunteers and to report back to the Board as a whole
- Development your risk assessment to include things like changes in public perception, changes to the political climate and environmental disasters such as flooding
- Consider how to add weight to funding applications by including information on your work around sustainable development.

Operationally

- Ensure that the staff and volunteers have a good understanding of your sustainable ideals, get them on-side and ask for their input
- Build the values of sustainable development into your organisational policies
- Discourage waste; encourage recycling
- Develop a sustainable purchasing policy – locally sourced, Fair Trade and recycled products
- Encourage knowledge sharing between your organisation and others.

A sustainable development policy can make discernable differences to an organisation, both in how it functions internally and how it is perceived externally. If these notes have inspired you to find out more, please go to the Every Action Counts website:

www.everyactioncounts.org.uk and download their “Every Action Counts for our board”. See also the Charity Commission’s “Going Green: Charities and Environmental Responsibility” at:
<http://www.charity-commission.gov.uk/publications/rs17.asp>.

If you already work sustainably, please share your tips by sending them to info@trusteenet.org.uk so we may pass them on.

Are you interested in joining a new network in Nottingham?

Katie Holmes is currently assessing if there is enough interest in the Nottingham area to start a new network. If you would be interested then please email Katie at katie.holmes@ntlworld.com putting Trustee Network in the email title.

Charity Awards 2010

The deadline to submit entries for **The Charity Awards 2010** is fast approaching. Make sure your charity's achievements are recognised and rewarded by getting your entry underway today.

For more information and to download your entry form visit www.charityawards.co.uk.

Deadline for entries: Friday 12 March 2010

Entry to The Charity Awards 2010 is free to all charities throughout the UK and nominations are invited under ten broad areas of charitable activity, covering the full range of the voluntary sector:

- Animals and the environment
- Arts, culture and heritage
- Children and youth
- Disability
- Education and training
- Grant making
- Healthcare and medical research
- International aid and development
- Research, advice and support
- Social care and welfare.

If you want to raise your charity's profile, improve your chances of getting funding, or boost staff morale, don't delay any longer.

[Download your entry form](#) for The Charity Awards 2010 today, and get the recognition

Events in March

- 11 March – [Governing with impact – personal performance development for boards](#) - London
- 18 March – [Trustee Exchange](#) - London
- 22 March – [Trustee briefing for experienced trustees](#) - Swansea
- 23 March – [Bath & North Somerset trustee network](#)
- 25 March – [Engaging young people in governance](#) - London.

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