

GOVERNANCE magazine's Training courses for trustees



'Extremely thought provoking and clear throughout. Should be mandatory for all trustees of any charity'

Anita Higham, CFBT

Continuing Professional Development

Each course contributes 5 hours towards helping you to achieve your CPD training requirements.

Trustee training course

London - First Wednesday of the month throughout 2010

Manchester - 9 April 2010

Edinburgh - 4 June 2010

Glasgow - 1 November 2010

Charity finance for trustees

London - 25 May 2010 or 29 September 2010

New chairs & CEOs training course

London - 9 June 2010 or 4 November 2010

To Register Call 020 7819 1200

Fax 020 7819 1210

Email events@civilsociety.co.uk

Web www.trainingfortrustees.co.uk

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Trustee training course

This course is an excellent way of becoming an outstanding trustee sooner rather than later.

Additionally it also helps charities to meet the Charity Commission's requirements for trustee induction. It also acts as a powerful refresher course for existing trustees who need to keep abreast of changes in legislation and evolving case law.

- 9.30am Registration and coffee
- 10.00am Introductions
- 10.15am What is expected of trustees
- collective authority and responsibility of trustees
 - acting solely in the interests of the charity
 - not benefiting
 - when trustees can be personally liable
- 11.15am Tea and coffee
- 11.30am What is governance?
- the relationship between governance and management
 - trustees' job description
 - the three key strands of governance: corporate/fiduciary; strategic and impact
- 12.15pm Information needs of trustees
- when too much detail is dangerous – when detail could be important
 - issues to be addressed by trustees: why agendas are important
- 1.00pm Lunch
- 2.00pm Charity case study
- Delegates split into groups to decide how best to lead the charity in the case study out of its difficulties.
- 3.15pm Tea and coffee
- 3.30pm Relationships with your chief executive and chair of trustees
- holding the chief executive to account without meddling in management
 - the chair's role and decision-making between meetings.
- 4.15pm End

Dates

The course is run on the following dates and locations:

Bircham Dyson Bell

Bircham Dyson Bell
50 Broadway
Westminster
London, SW1H 0BL

- 3 March 2010
- 2 June 2010
- 1 September 2010
- 6 October 2010
- 3 November 2010
- 1 December 2010

 Lloyds TSB | Commercial

Lloyds TSB
33 Old Broad Street
London, EC2N 1HZ

- 7 April 2010
- 5 May 2010

 M A Z A R S

Mazars
The Lexicon
Mount Street
Manchester, M2 5NT

- 9 April 2010

lindsays

Caledonian Exchange
19A Canning Street
Edinburgh, EH3 8HE

- 4 June 2010

1 Royal Bank Place
Buchanan Street
Glasgow, G1 3AA

- 1 November 2010

New chairs of trustees and CEOs course

Governance courses for the team at the top

- 9.30am Registration and coffee
- 10.00am **Introductions**
Roles and expectations of chairs and trustees
- the chair's leadership role
 - what the chair cannot do – limitations on the chair's role
 - respecting the collective authority and responsibility of trustees
- Ensuring trustees fulfil their governance role:**
- trustees' role and the chair's relationship with trustees
 - the three key strands of governance: corporate/fiduciary; strategic and impact
- 11.15am **Coffee break**
- 11.30am **Refreshing the board and finding new trustees**
- providing support to and ensuring new trustees become effective as quickly as possible
 - ensuring trustees address the right issues: why it is important to get the right agendas
 - making informed decisions: ensuring the board gets the information it needs for good governance
 - chair/CEO relationship including: ensuring trustees can hold the chief executive to account without meddling in management
- 1.00pm **Lunch**
- 2.00pm **Case study of where things went wrong – tackling difficult/sensitive situations and learning from others' mistakes.**
- Delegates split into groups to decide how best to lead the charity in the case study out of its difficulties
- 3.15pm **Tea and coffee**
- 3.30pm **Developing a learning organisation – why reviewing performance is important even at board level:**
- appraising the chief executive's performance
 - reflecting on the chair's performance
 - the board collectively reflecting on its performance
- 4.30pm **End**

These courses are a must for all chairs and CEOs who feel they want to ensure high standards of governance and who could benefit from an opportunity to meet chairs and/or CEOs from other charities, share experiences and build support networks.

'Excellent course for chair's and CEO's to attend together'
Caroline Ward, Mayday Trust

'Well structured course which was delivered at a good pace blending theory with practical advice and interesting anecdotes'
Christina Snell,
Age Concern Gloucestershire

'Highly professional. Clear and very thorough. First class event'
Matt Luheshi, RL Glasspool

Dates

The course is run on the following dates and locations:

FARRER&Co

Farrer & Co
66 Lincoln's Inn Fields
London, WC2A 3LH

- 9 June 2010
- 4 November 2010

Charity finance for trustees

- 9.30am Registration and coffee
- 10.00am **Introductions**
Types of charitable funds
Requirements of SORP
Annual accounts
- how to read them? How to pick out crucial information?
 - study of various examples of annual accounts – questions to ask and conclusions to draw
- Annual Reports**
- what should be in them?
 - trustees' responsibilities
- 11.15am **Coffee break**
- 11.30am **Budgets**
- essential elements of a good budget proposal to the board
 - importance of setting financial targets, trend analysis, risk assessment etc
- Financial papers to the board**
- what should they ideally contain? (Including monitoring against budget, end of year forecasts, monitoring of financial targets and trend analysis)
 - what should trustees look for?
 - crucial questions to ask
 - study of various examples of financial board papers – questions to ask and conclusions to draw
- 1.00pm **Lunch**
- 2.00pm **The role and responsibilities of the auditor**
- the board's relationship with the auditor
 - the importance of the audit planning letter, the letter of representation and the management letter
- Tax and VAT relating to charities**
- 3.15pm **Tea and coffee**
- 3.30pm **Identifying and managing risk**
The audit function (both financial and non-financial)
Economically difficult times
- what trustees should be monitoring
 - what to do in the event that your charity becomes insolvent
- 4.30pm **End**

Trustees are jointly and severally responsible for the proper stewardship of the assets of their charity. It is therefore essential that all trustees understand charity finance and feel that they can monitor and question financial information, and can make major decisions jointly with the other trustees regarding financial planning and major expenditure. This course is a must for all trustees whether they have some or no financial expertise.

'The event was excellent and manageable introduction to the role of the charity trustee, it would seem to be ideal for members of all sizes and types of organisations.'

Julian Luke,
Church of Wales

Dates

The course is run on the following dates and locations:

IBDO

BDO Stoy Hayward
55 Baker Street
London, W1U 7EU

- 25 May 2010
- 29 September 2010

Governance course leaders



Dorothy Dalton is editor of *Governance: essential information for effective trustees* and author of several publications on governance. She advises a number of professionally managed charities on their governance and was until recently the independent chair of the Scope Governance Working Group.

With a first in mathematics, Dorothy, a former headteacher, was chief executive of acevo, the Association of Chief Executives of Voluntary Organisations from 1992 to 2000. From 2000 to 2003 she was a non-executive director of the

Inland Revenue. She is a trustee of International Students House and chairs their Governance Advisory Committee. She is chair of trustees of the Journey of a Lifetime Trust (JoLt) and until very recently chair of trustees of Orley Farm School Trust. She is a governor of Northwood College. She is on the Advisory Boards of the Leadership Trust and the Institute of Global Ethics UK Trust. She has just completed a six-year term of office as trustee of Marie Curie Cancer Care. She founded the Network of Women Chairs and JoLt and co-founded Groundbreakers: Voluntary Sector Women Leaders.



Lindsay Driscoll has spent over 30 years in the field of charity law and governance. She is now a consultant with Bates Wells and Braithwaite and a Guest Lecturer at Cass Business School. Until earlier this year she was a Legal Commissioner at the Charity Commission.

Before that she worked as a consultant, both in this country and internationally, as Head of Legal and Governance at NCVO and as a partner with Sinclair Taylor and Martin. She has written and lectured extensively on charity law issues and has served on the boards of many charities and not for profit organisations.

Finance course leader



Don Bawtree heads up BDO Stoy Hayward's charity unit and has specific responsibility for larger and national charity clients. His experience spans 20 years of working in the charity sector and

he is a dedicated expert in charities. Don lectures widely on charity accounting and is the author of the *Charity Finance Accounts Compliance Checklist*, now in its 6th edition.

The organisers

Governance magazine has firmly established itself as a key support in the on-going training and development of trustee boards. It contains essential information key to the success of any board and ensures trustees, chief executives and company secretaries are equipped to deal with the full range of responsibilities of *Governance*. Regular features from experts and interviews with organisations that are operating "best practice" complement insightful case studies and carefully thought through model documents and policies.

For more information about subscribing to *Governance* magazine please visit: www.civilsociety.co.uk/shop or call 020 78189 1200

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