

THE CHARITY TRUSTEE – A ONE DAY INDUCTION COURSE – 18 APRIL 2020

VENUE : GLASGOW address tbc

0845	Registration & coffee
0900-0940	Session 1: Introduction <ul style="list-style-type: none">• Background to the charitable sector• Some definitions• The Charity Commission & Scottish Charity Regulator (OSCR)
0945-1045	Session 2: Trusteemanship <ul style="list-style-type: none">• Eligibility• Trustee's roles, duties and responsibilities
1045-1100	Coffee
1100-1115	Session 3: Personnel, volunteers and HR <ul style="list-style-type: none">• Trustee responsibilities in the recruitment, management and dismissal of staff, including volunteers
1120-1145	Session 4: Impact measurement <ul style="list-style-type: none">• Monitoring and evaluation – is it necessary?• A theory of change• The logical framework• Social return on investment
1150-1235	Session 5: Financial Awareness <ul style="list-style-type: none">• Trustee view of finance• What to look for and what to expect
1235-1315	Lunch
1315-1400	Session 6: Legal issues <ul style="list-style-type: none">• Legal background to the sector• Governance structures• Legal status of trustees• Litigation and other considerations
1405-1450	Session 7: What can go wrong <ul style="list-style-type: none">• Case-studies – learn from those who have got it wrong!
1450-1505	Coffee (and reading for case study)
1505-1525	Session 8a: When it goes wrong - reporting incidents and issues
1525-1600	Session 8b: Case Study
1600-1630	Session 9: Questions, top-tips and wash-up