



# the Trustee Conference 2009

**Thursday 2 July 2009**

**The Annual Conference for Charity Trustees  
The Royal Society of Medicine,  
1 Wimpole Street, London W1G 0AE**

These are uncertain times and the issues faced by the voluntary sector are not merely financial. Positive and effective governance is key if charities are to meet their strategic objectives.

The Trustee Conference brings together leading legal, financial and fundraising figures within the sector to offer trustees and senior managers practical advice and innovative solutions to the challenges ahead.

The seminar programme has been specifically designed to deal with the problems posed by the current economic climate. Running alongside our established strands are sessions which aim to address funding, risk and accountability issues and others which demonstrate how to get the most out of assets such as staff and property.

We will once again be running a series of seminars for the new trustee giving an introduction to trustee duties to help develop the skills and confidence needed to govern effectively.

## **key features**

- » **use of interactive voting system during plenary**
- » **early booking discount applies if booked by 1 May 2009**
- » **any profits to be donated to nominated charities**
- » network with peers and learn from others
- » technical updates on areas affecting charity governance
- » first hand experiences from other charities in similar situations
- » access to free information and advice covering governance and related topics
- » introductory sessions for new charity trustees
- » addressing common problems and challenges

**RUSSELL-COOKE SOLICITORS**

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# programme

The 2009 programme has been developed to offer a range of sessions to suit individual requirements. Each box is colour coded indicating:

■ case study   ■ workshop   ■ lecture

09.00 Registration and refreshments

09.45 Welcome

## 10.00 Why the economic crisis isn't all doom and gloom for charities

**Martin Brookes**, Chief Executive, New Philanthropy Capital

There is no denying that we are entering challenging times but charities which demonstrate effective governance, innovative management and efficient operations are well placed to weather the storm. This talk will look at how the economic crisis will impact on the voluntary sector in the long and short term and highlight the essential elements of an effective response.

10.45 Break – refreshments and opportunity to explore the resource centre

11.05

### Managing risk Judith Miller

A robust and flexible approach is key in demanding times. This session will look at how to establish a practical approach to risk assessment and management and will include examples of approaches taken by different charities.

### Fundraising, Finance and Legal update Roly Owers, David Mears and Kate Sayer

This session will provide an overview of the latest fundraising, financial and legal developments affecting charities, presented by three of the sector's leading experts.

### Balancing your funding Rebecca Luff

This session will provide an overview of the key ingredients needed for successful fundraising, concentrating on the importance of a broad funding mix, including social enterprise and trading.

### New Trustee; introducing your duties Tamsin Priddle and Claire Farmer

This session will provide an overview of the key legal duties of charity trustees, including some particular issues for trustees of charitable companies, and an introduction to the good practices which charities should have in place to enable trustees to provide effective governance.

12.20 Lunch – and opportunity to explore the resource centre

13.20

### A practical approach to employment issues in an economic downturn Jane Klauber

Unfortunately reducing staffing costs is a feature of the recessionary environment. This session will consider the options available to organisations including changing employment terms and conditions and how to conduct a fair redundancy process in order to avoid unfair dismissal claims, considering selection criteria and minimising legal risk.

### Managing finances in challenging times Pam Craig and Ian Oakley Smith

As trustees you will want to ensure your charity is doing all it can to manage its finances in a prudent way but that allows you to make the most of opportunities. This session will look at monitoring your financial health, identifying early warning signs and planning for contingencies.

### Rising to the challenge Andrew Studd

This session will consider the role of the board of a charity in difficult economic circumstances. It will consider how the board of trustees should identify the challenges and the legal issues that arise, either amongst themselves or with the executive team, with a view to ensuring the survival and success of a charity.

### New Trustee; introduction to charity finance Judith Miller

This session will provide those new to the trustee role with an overview of their key responsibilities regarding charity finance, including:

- » Characteristics of charity accounting and reporting
- » Budget setting, performance monitoring and reporting to the trustees
- » Internal financial controls
- » Key financial policies
- » What to expect from your auditor

14.35 Break – refreshments and opportunity to explore the resource centre

14.55

### Demonstrating your worth Kate Sayer

Annual reports should include a review of performance and assessment of the extent to which targets have been met. In changing and challenging times this becomes more important. This session will review best practice in this area with examples drawn from recent accounts.

### Being a trustee in tough times Karen Heenan

How are you doing? In this economic climate many of you will be feeling the pressure of your responsibilities as a trustee as the organisations that you govern face challenging times. Come and join other trustees to look at these challenges together, discuss strategies and discover what sources of support are available to you.

### Making the most of your property assets Mary Cheves and James McCallum

This session will address the trustee's role in minimising risks and maximising opportunities in relation to property including acquisitions and disposals of property, the options open for securing an effective return from surplus property and the legal requirements with which charity trustees, wishing to make disposals of or grant legal charges over property, must comply.

### New Trustee; introduction to fundraising Robin Brady

This session will discuss the role and responsibilities that trustees have in fundraising and how trustees can be involved. The session will cover:

- » What trustees can do better than paid fundraisers
- » How trustees can be properly equipped
- » Choice of fundraising techniques

## 16.10 Closing address

**Martin Brookes**, Chief Executive, New Philanthropy Capital

17.00 Refreshments and networking

## about the speakers

**Robin Brady** has been Chief Executive of Crusaid, the national fundraiser for HIV and AIDS in the UK, for the last six years. Prior to taking up this post, Robin worked as a consultant for Crusaid on an international pilot capital project based in Cape Town, South Africa.

**Martin Brookes**, Chief Executive of New Philanthropy Capital, is an avid believer in making a market for charitable giving more efficient by measuring charity outcomes and ensuring that money flows to those charities that use it best. Prior to joining NPC, Martin's previous posts included senior economist at Goldman Sachs International and economist at the Bank of England. Martin also sits on the UK Economic and Social Research Council.

**Mary Cheves** is a partner at Russell-Cooke. She specialises in advising voluntary and third sector organisations on all aspects of property law and compliance with charity law in connection with property matters. She has significant experience of giving advice to charities involved in complex property transactions and funding arrangements with other charities and third sector organisations and with private sector organisations and banks.

**Pam Craig** is a partner at Sayer Vincent. As well as a wide portfolio of audit clients, Pam works with charities to help them structure the work of their finance departments. Pam is also an experienced trainer, and runs many courses particularly for non-finance professional staff.

**Claire Farmer** joined Charity Trustee Networks in June 2007 as Head of Operations, having previously worked in a variety of charities, including in the areas of regeneration, supported housing and asylum. She spent 4 years working at the Charity Commission, during which she carried out Review Visits to over 80 charities. Claire has recently written a publication, *Codes of Conduct for Trustees*.

**Karen Heenan** is Chief Executive of Charity Trustee Networks and also sits as a Lay Member of the General Medical Council's Fitness to Practice Panels. She is a trustee of Getting on Board, an independent member of her local government Standards Committees and a school governor.

**Jane Klauber** is a partner in the charity team at Russell-Cooke. Jane specialises in employment law and regularly advises charities and voluntary organisations on a wide range of legal and HR issues. Jane is also a trustee of Parenting UK and Children First Lewisham.

**Rebecca Luff** has considerable experience in charity management, fundraising, social enterprise, organisational development, mentoring and coaching. Her skills have enabled her to support people and organisations at all levels. She is currently working with the Royal Society of Wildlife Trusts, Groundwork UK, Federation of City Farms and Community Gardens and the Development Trust Association.

**James McCallum** advises charities on property issues and acts in all types of property transaction. He has over 20 years experience in property law matters and specialises in advising charities and other voluntary and community organisations.

**David Mears** is a partner at Russell-Cooke and was formerly head of legal affairs at Leonard Cheshire, where he negotiated a number of transfers of care services from the public to the voluntary sector. He provides advice on governance and constitutional issues, contracts and service level agreements and intellectual property.

**Judith Miller** is a partner with Sayer Vincent, auditing and advising a range of clients. She has developed the internal audit service and coaches staff at clients to undertake internal audit work. Judith also leads training on accounting, risk management and controls and managing budgets.

**Ian Oakley-Smith** is a licensed insolvency practitioner with PwC. He has been involved in a wide variety of insolvency related matters and has significant sector experience, helping charities and stakeholders over many years.

**Roly Owers** is currently Chief Executive of World Horse Welfare. He previously spent four years at the charity as a director in charge of fundraising, communications, finance and human resources.

**Tamsin Priddle** is a solicitor in the Charity Team at Russell-Cooke and specialises in company and commercial law for charities and other not-for-profit bodies. Her work includes advising charities on constitutional and governance matters, charity registrations, incorporations, mergers, fundraising, contracts, intellectual property and trade marks.

**Kate Sayer** is a partner with Sayer Vincent and is well known as a trainer in financial issues for charities. She is a member of the SORP Committee convened by the Charity Commission and regularly takes part in working groups for various charity sector initiatives.

**Andrew Studd** is a partner in Russell-Cooke's Charity team. He specialises in advising charities, social enterprises, trade associations and other membership and not-for-profit organisations on a wide range of charity and company law issues, constitutional and governance matters, commercial contracts, mergers and incorporations, joint ventures and reorganisations.

## booking information

Please complete the booking form (both sides) and send it to us by post. You may also phone or email us to book places. We will send you a VAT invoice in all cases. Payment should be sent at the time of booking and your place will be confirmed once we have received your payment.

No refund will be made if you cancel your booking less than three weeks before the conference.

*Please send your booking form to:*  
Jill Harrison, The Projects Company,  
Willow Lodge, Church Road, High Beach,  
Loughton, Essex IG10 4AJ  
fax 020 8502 2328

Enquiries to Jill Harrison, tel 020 8502 2327  
or email [info@theprojectscs.co.uk](mailto:info@theprojectscs.co.uk)

## price

Prices include refreshments, lunch, evening refreshments, conference pack and VAT.

Please note that the conference is not a profit-making venture. Any money left over after operating costs have been met will be donated to the charities nominated by our guest speakers.

First delegate from an organisation: £190 (discounted rate of £180 applies if booked before 1 May 2009)  
Second delegate: £160

## booking form

Please reserve \_\_\_\_\_ place(s)  
at The Trustee Conference 2009

We enclose £ \_\_\_\_\_  
(Cheques made payable to *The Projects Company*)

Contact name

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Organisation

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Address

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Telephone

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Contact email

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How did you hear about the Conference?

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*Please fill in delegate information overleaf*

## booking form *continued*

### Delegate one

Name \_\_\_\_\_

Position \_\_\_\_\_

Session choices *please circle the appropriate letter in each slot*

11.05            A      B      C      D

13.20            E      F      G      H

14.55            I      J      K      L

### Delegate two

Name \_\_\_\_\_

Position \_\_\_\_\_

Session choices *please circle the appropriate letter in each slot*

11.05            A      B      C      D

13.20            E      F      G      H

14.55            I      J      K      L

### Delegate three

Name \_\_\_\_\_

Position \_\_\_\_\_

Session choices *please circle the appropriate letter in each slot*

11.05            A      B      C      D

13.20            E      F      G      H

14.55            I      J      K      L

### Delegate four

Name \_\_\_\_\_

Position \_\_\_\_\_

Session choices *please circle the appropriate letter in each slot*

11.05            A      B      C      D

13.20            E      F      G      H

14.55            I      J      K      L

## about the organisers

### RUSSELL-COOKE SOLICITORS

**The Charity Team** headed by James Sinclair Taylor advise on the whole field of charity law and act for over 600 voluntary sector organisations across the UK. Their work touches on most aspects of life in the voluntary sector, from day-to-day problems to strategic and constitutional issues, including governance, company secretarial, trading, fundraising, tax and employment. [www.russell-cooke.co.uk](http://www.russell-cooke.co.uk)  
email: [james.sinclairtaylor@russell-cooke.co.uk](mailto:james.sinclairtaylor@russell-cooke.co.uk)

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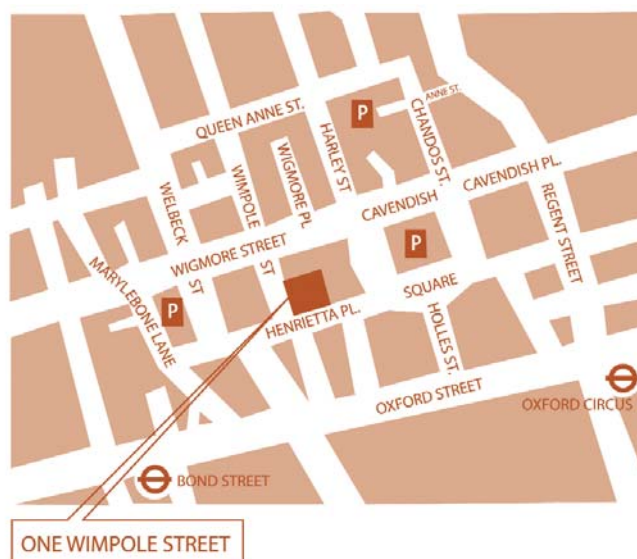
*consultants and auditors*

**Sayer Vincent** is a firm of consultants and accountants specialising in the charity and not-for-profit sector. As well as audit services to charities, Sayer Vincent is a leading provider of consultancy to the charity sector, covering specialist charity IT needs, business planning, restructuring, risk and management. *Charity Finance* readers recently voted Sayer Vincent number one for charity expertise and commitment to the sector. [www.sayervincent.co.uk](http://www.sayervincent.co.uk)  
email: [svinfo@sayervincent.co.uk](mailto:svinfo@sayervincent.co.uk)

### *The Projects Company*

**The Projects Company** is a leading independent provider of fundraising and management consultancy and training. The Company works with organisations of all sizes and types in the not-for-profit sector. It is a Licensed Training Provider and Assessor for the Institute of Fundraising Certificate in Fundraising Management. [www.theprojectscs.co.uk](http://www.theprojectscs.co.uk)  
email: [info@theprojectscs.co.uk](mailto:info@theprojectscs.co.uk)

## venue location



The Royal Society of Medicine is located behind House of Fraser, off Oxford Street. If travelling by London Underground the nearest stations are Bond Street and Oxford Circus which are less than a 10 minute walk away. If travelling by car, parking is located in Cavendish Square and Marylebone Lane, both five minutes walk away from the venue.