



Advice For the Voluntary Sector CIC

Charity Trustee Training Agenda

1. Trustees

Overview
Difference between Trustees and Executives
Person Spec
Responsibilities & Duties
Code of Conduct (Westpoint) & Statutory Code
Other legal duties
Conflict of Interest
Remuneration & Expenses
Board Decisions
Minutes
Relationship between Chair & CEO
Policies needed by the Board

2. Risk:

Health & Safety
Vicarious Liability
Staff & Volunteers using own cars
Fraud & Theft
Tainted Donations
Anonymous Donations
Insurance
Children & Vulnerable Adults
Data Protection

3. Finance

Accounts
Financial Controls Policy
Book-keeping
Budgeting
Sending Funds Abroad
Releasing Restricted Funds
Moving Funds from Charity to Trading Company
Moving Funds from Trading Company to Charity
FATCA
Annual return & Accounts
Trading & Tax
Sponsorship

*Tax Exemptions
VAT
Charity Shops & VAT
Tax for Ministers
Satellite Branches*

4. Employing Staff

*Essentials When Recruiting
Employees Rights
Health & Safety
Payroll
When Things go Wrong
Policies*

5. Charity Commission

*Serious Incidents
Complaints
When Commission will act
Whistleblowing*

6. Property

*Fire: Proactive & Reactive
Bomb Threats
Asbestos
Hiring out your Hall
Discrimination
Selling Land
Mortgaging Land*

“I recently attended an AFVS Trustee Development Workshop lead by Daryl Martin. As Tubakunde Trust and therefore my role as a Trustee are both very new, I had a lot to learn. I really benefited from Daryl’s wise counsel on the day. Although the topic might be considered as heavy, Daryl’s relaxed presentation with many examples made the event an enjoyable learning experience. I came away understanding my role in a much clearer way. The end result – Highly Commended.”

Malcolm Claridge, Tubakunde Trust

“Daryl’s wealth of real-life stories, some shocking, and others humorous provided an abundance of practical teaching and answered many of the questions we had. This made it easier to absorb potentially ‘Boring’ detail as well as giving some sobering thoughts and ideas for things we need to take action on. A very worthwhile day & money well spent. The Take home manual is also an invaluable and comprehensive resource for future reference and should be required reading for all trustees.”

Bob Mullins, The Lighthouse Church, New Malden Malden