



[www.charityskills.org](http://www.charityskills.org)

## **Responsibilities of Charity Trustees – sample half day programme**

9.30 – 9.40	Introductions and housekeeping
9.40 – 10.00	The landscape of the voluntary sector
10.00 – 11.00	Responsibilities of Individual Trustees <ul style="list-style-type: none"><li>▪ What is a charity?</li><li>▪ Responsibilities under charity law</li><li>▪ Personal liability</li><li>▪ Conflicts of interest</li><li>▪ Standards of performance expected</li><li>▪ The governing document</li><li>▪ Responsibilities under company law (if applicable)</li></ul>
11.00 - 11.15	Coffee
11.15 – 12.15	Trustees acting together as the Board <ul style="list-style-type: none"><li>▪ Decision making</li><li>▪ The Role of the Board</li><li>▪ Delegation</li><li>▪ Governance and management</li></ul>
12.15 – 12.30	Charity law update
12.30	Q & A and Close