

# Understanding governance and the trustee role

## Programme

9.45am	Registration and coffee
10.00am 10.15am	<p>Introductions</p> <p>The changing environment in which trustees and charities have to operate CC3 – Duties of trustees Including:</p> <ul style="list-style-type: none"> <li>• collective authority and responsibility of trustees</li> <li>• acting solely in the interests of the charity</li> <li>• not benefiting</li> </ul> <p>When trustees can be personally liable Duties of Company Directors</p>
11.30am	Tea/coffee
11.50am	<p>What is governance?</p> <ul style="list-style-type: none"> <li>• The relationship between governance and management</li> <li>• Trustees' role description</li> <li>• Success and failure of organisations and the link with governance</li> <li>• Three different models of governance and what each has to offer</li> </ul> <p>Information needs of trustees</p> <ul style="list-style-type: none"> <li>• When too much detail is dangerous – when detail could be important</li> <li>• What should be in a CEO's report to the board</li> <li>• Basic rules for board papers</li> </ul> <p>Planning the work of the board</p> <ul style="list-style-type: none"> <li>• Why getting agendas right is so important for every trustee</li> <li>• Why planning of the board work programme is vital to help trustees fulfil their duties and responsibilities</li> </ul>
1.15pm	Lunch
2.00pm	Case study – trustees work in groups to advise a charity that has run into problems
3.15pm	Tea and coffee
3.30pm	<p>Relationships with your chief executive and chair of trustees</p> <ul style="list-style-type: none"> <li>• holding the CEO to account without meddling in management;</li> <li>• getting the right balance between support and constructive challenge;</li> <li>• Julia Unwin's 5S model for high performance boards.</li> </ul>
4.00pm	End