

## The Essential Trustee: What you need to know and What you need to do

**Date** Wed, 28 Nov 2018 18:30 - 21:00

**Description** This training explains the key duties of all trustees of charities in England and Wales, and what trustees need to do to carry out these duties competently. Trustees have independent control over, and legal responsibility for, a charity's management and administration. They play a very important role, almost always unpaid, in a sector that contributes significantly to the character and wellbeing of the country.

Trusteeship can be rewarding for many reasons - from a sense of making a difference to the charitable cause, to new experiences and relationships. It's also likely to be demanding of your time, skills, knowledge and abilities. Being aware of the duties and responsibilities covered in this guidance will help you carry out your role in a way that not only serves your charity well but also gives you confidence that you will be complying with key requirements.

**Venue** Children & Family Centre Main Hall 313 Billet Road Walthamstow, London E17 5PX

**Name** Early Years, Childcare & Business Development Service

**BookingInfo**

Max. 2 delegate per school/setting

This Workshop is free to attend

\*Refreshments will be provided

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**Outline**

- Trustees' duties at a glance
- Who can be a trustee and how trustees are appointed
- Ensure your charity is carrying out its purposes for the public benefit
- Comply with your charity's governing document and the law
- Act in your charity's best interests
- Manage your charity's resources responsibly
- Act with reasonable care and skill
- Ensure your charity is accountable
- Reduce the risk of liability
- Your charity's legal structure and what it means
- Charity officers - the chair and treasurer

**Outcome**

Upon completion of the session you will have practical knowledge of your role as a trustee at a registered charity or CIC that delivers early years childcare.

**Audience** Trustees of registered charities or CIC that deliver early years childcare (under 5's)

**Training Id** 83758

**Course code** EYCBDS-1118-T003

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