

## E-bulletin November 18<sup>th</sup> 2008

### **Working Together Project - spaces on briefings for management committee members and trustees**

Dear Members,

Please find below some training information that may be of interest to you. Many thanks –

Janet

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There are still spaces on the following briefings, organized by the Working Together Project, for management committee members and trustees - booking is essential via [bookings@workingtogetherproject.org](mailto:bookings@workingtogetherproject.org) or 01273 234773.

**NB - If you have sent WTP any e-mails since Friday 14th November requesting course bookings etc., would you please re-send as we have been experiencing problems receiving external e-mails in the last few days.**

**Tue 2 Dec 2008**

#### **Recruiting to your management committee**

(Introductory level)

Brighthelm Centre, North Road

6.30–8.45pm

For any group or organisation that needs more members or wants a more diverse committee – tips and ideas on how to get more people on to your committee. You will also be able to take away a free copy of the Good Practice in Trustee Recruitment Toolkit by the Governance Hub.

With Kate Honeyford

In the Pelham Room

**Sat 6 Dec 2008**

#### **The roles and responsibilities of a management committee**

(Introductory level)

Crew Club, Whitehawk

11.00am–1.15pm

For anyone who is, or wants to be on the management committee of a voluntary organisation, including an unincorporated association. This session will introduce you to your key legal and statutory responsibilities, including finance, equal opportunities, employment and health and safety and other liabilities, and sources of information and support for your trustee role.

With Kate Honeyford

In the Training Room

**Thu 15 Jan 2009**

## **Company law for charities and social enterprises: introduction and update**

(Introductory level)

Brighthelm Centre, North Road

6.30–8.45pm

This briefing will cover the basics of company law and changes made by the Companies Act 2006. We will look at what you need to do to comply with company law, for charitable companies, charity trading subsidiaries and social enterprises set up as companies. We will also briefly discuss the similarities and differences for Community Interest Companies.

With Christine Rigby and Thea Longley, from Bates, Wells and Braithwaite Solicitors  
In the Pelham Room (not Stanmer Room as in training brochure)

### **Tue 27 Jan 2009**

#### **Finances and fundraising for management committees**

(Introductory level)

Brighthelm Centre, North Road

6.30–8.45pm

This briefing is designed to help people without financial or fundraising expertise to understand

- their role in managing money
- the questions to ask the experts
- different types of fundraising
- legal guidance and hints and tips on planning for successful fundraising.

With Kate Honeyford

In the Pelham Room

### **Mon 2 Feb 2009**

#### **Legal entitlements and good practice in employment**

(Introductory level)

Brighthelm Centre, North Road

6.30–8.45pm

Aimed at new committee members who have little or no experience in managing staff and for organisations who are taking on staff for the first time, the session will cover an introduction to employment law, and how your committee can be a good boss.

With Chris Moses, Personnel Advice and Solutions Ltd

In the Stanmer Room

All of the training events start promptly at the advertised time. Tea and coffee is available 15 minutes before the advertised start time.

Please ensure that you attend any briefing(s) you have booked on. If you have to cancel, you need to give a minimum of two working days notice before the briefing date to [bookings@workingtogetherproject.org.uk](mailto:bookings@workingtogetherproject.org.uk) or call 01273 234773, so that a place can be offered to a reserve. You must get a cancellation reference number from us. If you do not have a cancellation reference number and miss any of the briefing, your organisation will incur a charge for the place of £25 per briefing.

If you are ill you will need to send us a copy of a medical certificate (or self-certification form signed by your manager) for the charge to be waived. People from those organisations who have not paid their charge(s) will be unable to book on to future

programmes until the fine has been paid. If you arrive late you may be turned away, in which case the charge for non-attendance will apply.

If you attend the whole of a briefing and complete a registration form, you will receive a Quality Mark Attendance Certificate produced by the Open College Network.

Please see our website [www.workingtogetherproject.org.uk](http://www.workingtogetherproject.org.uk) for full terms and conditions of bookings.

We look forward to hearing from you.

Kind regards,  
Elaine

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