



Trustee Roles and Responsibilities

Is this the right course for you?

The course will be suitable for anyone who is a new or potential trustee wishing to understand the roles and responsibilities required for the different roles on a Board.

For existing trustees this would also be a worthwhile refresher session to ensure understanding of current legislation.

What will the course cover?

This one day course will look at:

- Different types of organisations
- Expectations of trustees of any charity
- Overview of legal responsibilities
- Trustee Roles
- Skills and Qualities of a Trustee

Key learning outcomes:

Participants completing this course will:

- Understand the different types of voluntary organisations
- Be aware of the changing roles of trustee boards and the requirements of individual trustees
- Know about the key legal requirements
- Understand the roles of the Chair, Treasurer and other trustee functions
- Understand how to have effective meetings

Course Details:

Trainer: Sue Pearlman

Sue has over 30 years' experience in the voluntary sector. She has been a volunteer, a staff member and a CEO before starting her own consultancy where she specialises in governance and senior management issues. She is currently a Senior Consultant with NCVO (National Council of Voluntary Organisations).

Date(s): 21/11/2017

Time: 10.00 – 16.00

Venue:

20 Tudor Square
West Street
Ware
SG12 9XF

Cost:

£35 VCS – CVS members
£45 VCS - non members
£90 private/statutory

How to book:

Please email [Abbie](#) with your booking or call 0300 123 1034

Booking form is available on the HCF Training Courses Directory.

www.hcftraining.org.uk