

Trustees & Charitable Board Good Governance

Workshops for West Highland, Argyll & Bute



Training Schedule
Winter/Spring 2017/18

Training Session Schedule Winter/Spring 2017/18

Dec-17

| Area | Date | Training Topic | Times | Venue |
|-------------|----------|-----------------------|---------------|----------------------------|
| Campbeltown | 14.07.17 | Good Governance | 09:30 - 12:30 | The Town Hall, Campbeltown |
| | 14.07.17 | Understanding Finance | 13:30 - 16:30 | The Town Hall, Campbeltown |

Jan-18

| Area | Date | Training Topic | Times | Venue |
|--------------|----------|---------------------------------------|---------------|-------------------------------|
| Fort William | 17.01.18 | Good Governance | 18:00 - 21:00 | An Drochaid |
| | 24.01.18 | Trustees' Roles & Responsibilities | 18:00 - 21:00 | An Drochaid |
| | 30.01.18 | Understanding Finance | 18:00 - 21:00 | An Drochaid |
| Mallaig | 27.01.18 | Understanding Finance | 10:00 - 13:00 | Mallaig Community Centre |
| Strathpeffer | 13.01.18 | Understanding Finance | 10:30 - 13:15 | Strathpeffer Community Centre |
| Wick | 24.01.18 | Good Governance | 19:00 - 21:00 | Caithness Voluntary Groups |
| Broadford | 31.01.18 | Trustees' Roles and Responsibilities | 19:00 - 21:00 | Caithness Voluntary Groups |
| | 24.01.18 | Trustees' Roles and Responsibilities | 10:00 - 13:00 | Broadford Service Point |
| | 24.01.18 | Good Governance | 13:30 -16:30 | Broadford Service Point |
| | 21.01.18 | Organisational Development & Strategy | 10:00 -13:00 | Broadford Service Point |

Feb-18

| Area | Date | Training Topic | Times | Venue |
|--------------|----------|---|---------------|-------------------------|
| Inveraray | 07.02.18 | Strategic Planning for Trustees | TBC | TBC |
| Oban | 19.02.18 | Trustees' Roles & Responsibilities | 10:00 - 13:00 | Atlantis Leisure Centre |
| Campbeltown | 20.02.18 | Trustees' Roles & Responsibilities | 09:30 - 12:30 | The Town Hall |
| Fort William | 17.02.18 | Recruiting & Selecting Trustees | 09:30 - 12:30 | An Drochaid |
| | 17.02.18 | Recruiting & Selecting Volunteers | 13:30 - 16:30 | An Drochaid |
| Broadford | 21.02.18 | Organisational Development & Strategic Planning | 10:00 - 13:00 | Broadford Service Point |
| Wick | 15.02.18 | Strategic Planning for Trustees | TBC | TBC |
| Strathpeffer | 13.02.18 | Strategic Planning for Trustees | TBC | TBC |

Mar-18

| Area | Date | Training Topic | Times | Venue |
|------------|----------|---|--------------|------------------------|
| Lairg | 12.03.18 | Good Governance Trustees' Roles & Responsibilities | 10:30 -15:00 | Lairg Community Centre |
| Lochcarron | 10.02.19 | Roles and Responsibilities | 10:30 -13:30 | TBC |

Trustees & Charitable Board Good Governance

A series of workshops and training session has been designed to meet the needs of people who are currently or would like to join the board of a third sector group. These sessions will be an opportunity to both learn more about the very important role Trustees have but also to network and meet people from other Boards and organisations.

The workshops are all free and have been funded by the Highlands and Islands Enterprise and delivered jointly by the Third Sector Interface in Highland and Argyll & Bute as well as the Social Enterprise Academy.

Good governance

How do you go about ensuring that your governing practices are right?

From understanding the place of governance in an organisation to the a discussions about the practical implementation of a quality approach this workshop will explore all of these issues. Ultimately you should leave feeling confident about where you may have opportunities to improve the governance practice within your organisation.

Understanding Finances

Does your mind go blank when you look at a finance report?

One of your most important responsibilities as a director is to understand the financial information and position of your organisation. This workshop will help you to develop your knowledge and confidence to understand, monitor and question financial information.

Roles and responsibilities of trustees

It's a serious commitment...but do you know just how serious?

Your group of trustees within an organisation are one of the most important parts of that organisation. It is though a role that comes with very serious responsibilities, some of which are legal duties. This session will help you to understand them and to explore your questions or queries about that.

Organisational development and strategic planning

Do you understand the link between good planning and organisational development?

This workshop will look at increasing your understanding of the relationship between good planning processes and your organisational development. You should feel more confident about understanding the key points of a planning process and have the opportunity to explore what that means with people from other Boards in the same position.

Recruiting and selecting your organisations trustees

How do you ensure your Board is as strong as it should be?

A good level of understanding of the different ways you can attract people on to your Board is important. Equally ensuring that you have appropriate representation and skills is critical for any effective Board. This workshop will look at increasing your awareness while providing some practical tools.

Recruiting Volunteers

Are you confident that you know how to recruit and manage your volunteers?

This workshop will explore the benefits of using volunteers within an organisation, how to write a role description, why you need one and the value of a volunteer agreement. You should feel more confident about what is involved in providing a quality volunteering placement which benefits both the volunteers and the organisation.

To find out more about any of these course please contact the HTSI or TSI Argyll & Bute on the follow contact details:

Highland Third Sector Interface

www.highlandtsi.org.uk

01349 864289

info@highlandtsi.org.uk

TSI Argyll & Bute

www.argylltsi.org.uk

01631 564839

glenn@argylltsi.org.uk