

# DIPLOMA CENTRE

## Certificate in Charity Law, Trusteeship and Governance

MODULE 1: INTRODUCTION TO CHARITIES	
<b>Session 01</b> <b>Friday</b> 28.02.20  9.30am–3.00pm  <b>Onsite and Online</b>	<p><b>Course introduction:</b> Course Overview and Course handbook.</p> <p><b>Lecture 1: Overview and recent trends in charity sector in Ireland:</b> Types of organisations, facts and figures; sector portrait; key challenges; compliance obligations; best practice guidelines; priorities for the sector. Establishing a charity; new regulatory environment; tax benefits; registration requirements; legal structures; choosing between a trust and a company.  <b>(2.5 hours)</b></p> <p><b>Lecture 2: Advising Charities-Key Legal Issues:</b> Law and regulation for charities, their structures and activities; Charities Act 2009 – key features; charitable purposes and public benefit; legal duties and responsibilities of charity trustees; offences; the Charities Regulator; the Charities Appeal Tribunal; charity issues for legal practitioners.  <b>(1.5 hours)</b></p> <p><b>Lecture 3: Update from the Charities Regulator:</b> Key priorities for the Charities Regulator; current trends in registration, reporting and compliance; the Charities Governance Code; overview of financial reporting requirements; supports for trustees.</p> <p style="text-align: right;"><b>CPD hours: 5 General</b></p>
MODULE 2: GOVERNANCE	
<b>Session 02</b> <b>Saturday</b> 29.02.20 9.30am–5.00pm  <b>Onsite and Online</b>	<p><b>Onsite attendance required as workshop will not be webcast</b></p> <p><b>Workshop 1 : Charities Governance Code - overview and implementation:</b> Definition of ‘governance’; the role of the Board; outline of the Charities Governance Code; six principles of good charity governance; implementation requirements; practical supports and strategies for implementation.  <b>(2.5 hours)</b></p> <p><b>Lecture 1: Procurement &amp; Tendering:</b> Context: European law and Irish law; procurement and tendering rules; relevant contracts; below-threshold contracts; partially covered contracts; fully covered aspects; advertising; open procedure; restricted procedure; negotiated/competitive dialogue; frameworks and dynamic purchasing; modifications to contracts; strategic aspects of procurement; value-for-money considerations; social and environmental factors; market knowledge.  <b>(1 hour)</b></p> <p><b>Lecture 2: Donation Obligations under the Electoral Act:</b> Electoral Act of 1997 (as amended); definition of “third party”; obligations for registration of third parties; definition of “political purpose”; role of the Standards in Public Office Commission (SIPO); donations in excess of the prescribed limit; donations from foreign individuals or organisations; requirements of the legislation regarding third parties; recent decisions by SIPO; where to now?  <b>(45minutes)</b></p> <p><b>(From Module 3) Lecture 3: Employment Law:</b> General overview for charities; the contract of employment; terms of the contract; essential terms; the dismissals procedures; organisation of working time; PRSA; changing a contract; fixed term workers; termination of fixed term; worker holiday entitlements; contract of service; contract for services; part time workers; redundancy; policies and procedures; bullying and harassment policy; HSA</p>

	<p>code of practices; disability case studies. (1.5 hours)</p> <p style="text-align: right;"><b>CPD hours: 5 M&amp;PD &amp; 2 General</b></p>
<b>MODULE 3: FUNDRAISING AND FINANCIAL</b>	
<p><b>Session 03</b> <b>Friday</b> 20.03.20</p> <p>10.00am – 4.00pm <b>Onsite and Online</b></p>	<p><b>Lecture 1: Overview of the current funding landscape for charities in Ireland:</b> Funding spectrum; Overview of Funding Sources; Principles of a Sustainable Funding Strategy. (1.5 hours)</p> <p><b>Lecture 2: Successful fundraising and best practice:</b> The legislative framework for fundraising and regulation; Charities Regulator's Guidelines for Charities Fundraising From the Public; permit requirements; best practice for fundraising; the <i>Donor Charter</i>; Code of Professional Conduct for Fundraisers; philanthropy vs. charity; corporate giving; tax relief. (1.5 hours)</p> <p><b>Onsite attendance required as workshop will not be webcast</b></p> <p><b>Workshop 2: Planning a Fundraising Campaign:</b> Developing a fundraising campaign for your charity/group/organisation; identifying suitable funding sources; planning and implementing a fundraising event in your community; legal and other requirements around public event management; obligations to donors who have given to your campaign; recommended post-campaign follow-up and activities. (2 hours)</p> <p style="text-align: right;"><b>CPD hours: 3 General &amp; 2 M&amp;PD</b></p>
<p><b>Session 04</b> <b>Saturday</b> 21.03.20 10.00am– 4.00pm</p> <p><b>Onsite Only</b></p>	<p><b>Onsite attendance required as workshop will not be webcast</b></p> <p><b>Lecture &amp; workshop: Financial reporting requirements of the Charities Act introducing - Statement of Recommended Practice (SORP):</b> Objectives of the SORP; fund types; Trustees' Annual Report; Statement of Financial Activities (SoFA); notes to the accounts; incoming resources; transfer between funds; and reconciliation of funds. statutory requirements; Sections 47 to 54 of the 2009 Act; requirement for '<i>proper books of account</i>'; the annual statement of account; annual returns under Companies Acts; annual audit; the annual report; requirements to provide information; public inspection.</p> <p><b>2.30pm Case study: (30 minutes)</b></p> <p><b>Lecture &amp; workshop:</b> Topics above continued and case studies from Ireland and review of set of accounts for a charity</p> <p style="text-align: right;"><b>CPD hours: 5 M&amp;PD/General</b></p>
<b>MODULE 4: MANAGEMENT AND STRATEGY</b>	

<b>Session 05</b> <b>Friday</b> 17.04.20  10.00am–4.00pm  <b>Onsite and Online</b>	<b>Lecture 1: Overview of module</b> Setting the scene, tension between management/strategy for the board, the importance of balancing careful consideration of the compliance risks with strategic thinking. <b>(30 minutes)</b>  <b>Lecture 2: Data protection issues:</b> Charities and data protection, categories of personal data; advent of the General Data Protection Regulation (GDPR); life cycle of information; evolution of <i>current Data Protection Act (DPA)</i> to GDPR; GDPR terminology: ‘fair’, ‘lawful’, ‘transparent’; processing special categories of data; some basics of governance; Article 35: Data Protection Officer; segregation of duties; subject access requests and charities; DPC’s <i>Code of Practice for Charities</i> ; anatomy of a charity data breach; data sharing with public sector bodies; technology and cross border data transfers; consent in the GDP; new definition of consent criteria; GDPR and children; direct marketing rules; marketing to existing customers/donors; cookies and location. <b>(2.5 hours)</b>  <b>Case Study: Charities &amp; Implementing the GDPR (30 minutes)</b>  <b>Lecture 3: Management of Volunteers:</b> Definition of volunteering; volunteer management cycle; involving volunteers; organisational philosophy; organisational policy; volunteer policy; volunteer vs. paid staff dynamic; managing volunteers; managing expectations; volunteer orientation and induction; volunteer support and supervision. <b>(1.5 hour)</b>  <p style="text-align: right;"><b>CPD hours: 4.5 General</b></p>
<b>Session 06</b> <b>Saturday</b> 18.04.20  10.00am–1.30pm  <b>Onsite Only</b>	<p style="color: red;"><b>Onsite attendance required as workshop will not be webcast</b></p> <b>Workshop: Working for outcomes:</b> Key concepts and benefits of the outcome-focused and impact-led approach; considering sample indicators and impact assessment tools; key logical terms; inputs and outputs; role of outcomes, impact and indicators; theory of change; measuring progress; defining key aims; agreed indicators; query existing records. <b>(1.5 hours)</b>  <b>12.00pm Panel Session &amp; Course Conclusion: Dealing with key challenges and issues for sector:</b> Speakers providing practical experiences, followed by Q&A session. <b>(1.5 hours)</b>  <p style="text-align: right;"><b>CPD hours: 3.5 General &amp; 1 M&amp;PD</b></p>
<b>ASSIGNMENT DUE 22 MAY 2020</b>	

**Please note that topics & dates may be subject to change. Draft timetable as Nov 2019**

\* Gen = General, M&PD = Management and Professional Development, Reg = Regulatory and eLearning = eLearning CPD credits. **CPD Note:** The number of hours of CPD that you may claim in relation to your diploma/certificate course will depend on the way in which you access each of the individual sessions. For further information, please visit the course homepage on our website: [www.lawsociety.ie/diplomacentre](http://www.lawsociety.ie/diplomacentre)