

DIPLOMA CENTRE

Certificate in Charity Law, Trusteeship and Governance

MODULE 1: INTRODUCTION TO CHARITIES

<p>Session 01</p> <p>Friday 10 March 2023</p> <p>10:00am– 4pm</p> <p>Online Only</p> <p>CPD hours 4.5 General</p>	<p>Course introduction: Course Overview and Course handbook.</p> <p>Lecture 1: Overview and recent trends in charity sector in Ireland and not for profit sector : Types of organisations, facts and figures; sector portrait; key challenges; compliance obligations; best practice guidelines; priorities for the sector.</p> <p>Lecture 2: Charities: The Legal and Regulatory Landscape: Choosing a legal structure; Charity Law and Regulation - Charities Act 2009 (charity test, key statutory definitions, legal duties and responsibilities of charity trustees, offences, Charities Regulator, Charity Appeals Tribunal); General Scheme of the Charities (Amendment) Bill 2022.</p> <p>Lecture 3: Update from the Charities Regulator: 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, Charitable Bequest Form.</p>
---	--

MODULE 2: GOVERNANCE

<p>Session 02</p> <p>Saturday 11 March 2023</p> <p>10:00am-3:00pm</p> <p>Onsite</p> <p>CPD hours: 2.5 M&PD & 1.5 hr General</p>	<p>Workshop 1 : Charities Governance Code - overview and implementation: Definition of '<i>governance</i>'; 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.</p> <p>Lecture 1: Employment Law: 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 code of practices; disability case study</p>
---	---

MODULE 3: FUNDRAISING

<p>Session 03</p> <p>Friday 14 April 2023</p> <p>Online</p>	<p>Lecture 1: Overview of the current funding landscape for charities in Ireland: Funding spectrum; Overview of Funding Sources; Principles of a Sustainable Funding Strategy.</p>
--	---

<p>Session 03 continued</p> <p>Online</p> <p>10:00am-1:00pm</p> <p>CPD hours: 1.5 M&PD & 1hr Gen</p>	<p>Lecture 2: Donation Obligations under the Electoral Act: 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?</p>
<p>Session 04</p> <p>Saturday 15 April 2023</p> <p>09.30am-1.20pm</p> <p>Online</p> <p>CPD hours: 4hrs M&PD</p>	<p>Lecture 1: Successful fundraising and best practice: 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.</p> <p>Workshop 2: Planning a Fundraising Campaign: 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.</p>
<p>MODULE 4: FINANCIAL</p>	
<p>Pre-recorded Online Release Only</p> <p>Session 05</p> <p>Thursday</p> <p>27 April 2023</p> <p>6pm-8:30pm</p> <p>Online</p> <p>CPD hours 4.5 M&PD</p>	<p>Lecture 1: Financial reporting requirements of the Charities Act introducing - Statement of Recommended Practice (SORP): 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>Workshop 3: Topics above continued and case studies from Ireland and review of set of accounts for a charity</p> <p>Case study: 30 mins</p>

MODULE 5: MANAGEMENT AND STRATEGY

Session 06

Friday 12 May 2023

10:00am-2:00pm

Online

CPD hours: 4hrs
General

Lecture 1: Overview of module

Setting the scene, tension between management/strategy for the board, the importance of balancing careful consideration of the compliance risks with strategic thinking.

Lecture 2: Procurement & Tendering

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.

Session 07

Saturday 13 May 2023

10:00am- 3:00pm

Onsite

CPD hours: 2.5 Gen &
1 M&PD

Workshop 4: Data protection issues:

Charities and data protection, categories of personal data; advent of the General Data Protection Regulation (GDPR); life cycle of information; evolution of current Data Protection Act (DPA) 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 Code of Practice for Charities; 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.

Case Study: Charities & Implementing the GDPR

<p>Session 08 Friday 26 May 2023 11am-1pm Online</p>	<p>Lecture : Essentials of Volunteer Engagement: 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.</p>
<p>Session 09 Saturday 27 May 2023 10.00am– 2:15pm Online</p> <p>CPD hours: 3.5 General</p>	<p>Workshop 5: Working for outcomes: 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.</p> <p>Panel Session & Course Conclusion: Dealing with key challenges and issues for sector: Speakers providing practical experiences, followed by Q&A session.</p> <p style="text-align: right;">CPD hours: 2 General & 1.5 M&PD</p>
<p>ASSIGNMENT DUE: Friday 23 June 2023</p>	

Please note that topics & dates may be subject to change. Draft timetable as of February 2023

* 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