

DIPLOMA CENTRE

Certificate in Charity Law, Trusteeship and Governance

MODULE 1: INTRODUCTION TO CHARITIES	
<p>Session 01</p> <p>Friday 01/03/24</p> <p>9.30am–3.30pm</p> <p>Online Only</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. (1.5 hours)</p> <p>Lecture 2: <i>Charities- The Legal and Regulatory Landscape</i> 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. (1.75 hours)</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. (1.5 hours)</p> <p style="text-align: center;">CPD hours: 5 General</p>
MODULE 2: GOVERNANCE	
<p>Session 02</p> <p>Saturday 02/03/24</p> <p>10am–4.30pm</p> <p>Onsite Only</p>	<p>Onsite attendance required as workshop will not be webcast Workshop 1 : Charities Governance Code - overview and implementation: 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. (2.5 hours)</p> <p>Lecture 1: 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. (2 hours)</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? (45minutes)</p> <p style="text-align: center;">CPD hours: 2.5 M&PD & 1.5 General</p>

MODULE 3: FUNDRAISING AND FINANCIAL	
<p>Session 03 Friday 12.04.24</p> <p>09.30- 3.45pm</p> <p>Online Only</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. (1.5 hours)</p> <p>Lecture 2: 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. (1.5 hours)</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. (2 hours)</p> <p>CPD hours: 3 General & 2 M&PD</p>
<p>Session 04</p> <p>Saturday 13.04.24 10.00am– 4.00pm</p> <p>Onsite Only</p>	<p>Onsite attendance required as workshop will not be webcast</p> <p>Lecture & workshop 3: 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>2.30pm Case study: (30 minutes)</p> <p>Lecture & workshop: Topics above continued and case studies from Ireland and review of set of accounts for a charity.</p> <p>CPD hours: 5 M&PD/General</p>

MODULE 4: MANAGEMENT AND STRATEGY	
<p>Session 05</p> <p>Wednesday 01 May 2024 6pm-8.20pm</p> <p>Online Only</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 studies. (1.5 hours)</p> <p>Lecture 2: Case Study: Charities & Implementing the GDPR (35 minutes)</p> <p>CPD hours: 2 General</p>
<p>Session 06</p> <p>Friday 17.05.24</p> <p>09.30am–4.00pm</p> <p>Online Only</p>	<p>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. (1 hour)</p> <p>Workshop 4: 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. (2 hours)</p> <p>Lecture 3: Management of Volunteers: 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. (2 hours)</p> <p>CPD hours: 5 General</p>
<p>Session 07</p> <p>Saturday 18.05.24</p> <p>10.00am–3.30pm</p> <p>Onsite Only</p>	<p>Onsite attendance required as workshop will not be webcast</p> <p>Workshop 5: 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 <i>current Data Protection Act (DPA)</i> to GDPR; GDPR terminology: '<i>fair</i>', '<i>lawful</i>', '<i>transparent</i>'; 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</p>

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.

(3 hours)

Panel Session & Course Conclusion: Dealing with key challenges and issues for sector:

Speakers providing practical experiences, followed by Q&A session.

(1.5 hours)

CPD hours: 3.5 General & 1 M&PD

ASSIGNMENT DUE 3PM THURSDAY 13 JUNE 2024

Please note that topics & dates may be subject to change. Draft timetable as October 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