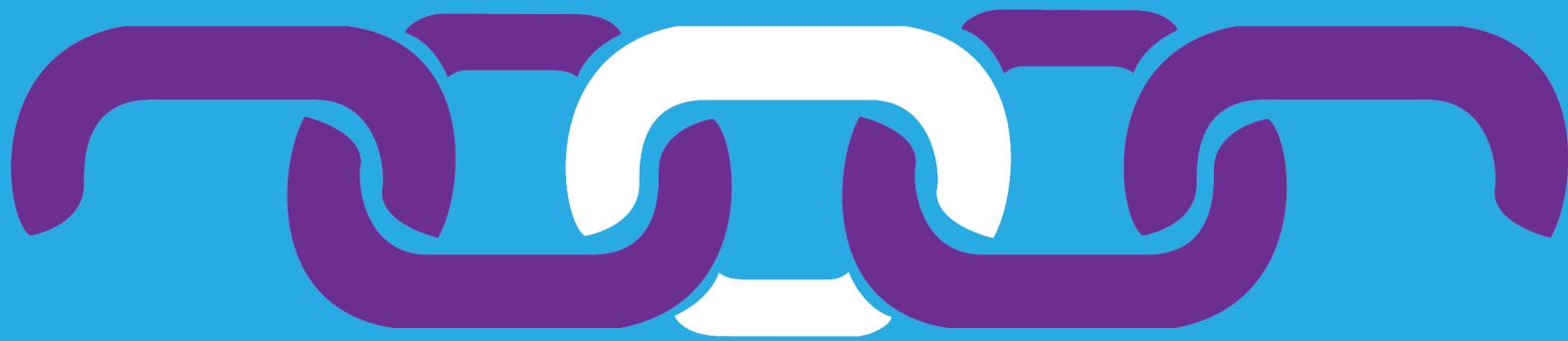


One day training course

19 September 2011 • Dublin

Understanding the role of the **Chair** and the **CEO**



This one day course is the perfect learning environment for both seasoned practitioners or those just stepping up to the top job.

Understanding the role of the Chair and the CEO

“The course provided a vibrant, clear and insightful overview of the respective roles of the Chair and CEO. A valuable and enjoyable learning experience.”

Mary O'Connor, CEO, Children in Hospital Ireland.

9.30am Registration and coffee

10.00am Introductions

Roles and expectations of chairs and trustees

- the chair's leadership role
- what the chair cannot do – limitations on the chair's role
- respecting the collective authority and responsibility of trustees

Ensuring trustees fulfil their governance role:

- trustees' role and the chair's relationship with trustees
- the three key strands of governance: corporate/fiduciary; strategic and impact

11.30am Coffee break

11.45am Refreshing the board and finding new trustees

- providing support to and ensuring new trustees become effective as quickly as possible
- ensuring trustees address the right issues: why it is important to get the right agendas
- making informed decisions: ensuring the board gets the information it needs for good governance
- chair/CEO relationship including: ensuring trustees can hold the chief executive to account without meddling in management

1.15pm Lunch

2.00pm Case study of where things went wrong – tackling difficult/sensitive situations and learning from others' mistakes.

Delegates split into groups to decide how best to lead the charity in the case study out of its difficulties

3.15pm Tea and coffee

3.30pm Developing a learning organisation – why reviewing performance is important even at board level:

- appraising the chief executive's performance
- reflecting on the chair's performance
- the board collectively reflecting on its performance

4.15pm End

Course leader



Dorothy Dalton is editor of Governance magazine. She is a leading expert on governance and advises several national charities.

With a 'first' in mathematics, Dorothy, a former Headteacher, was chief executive of ACEVO, the association of chief executives of voluntary organisation from 1992 to 2000. From 2000 to 2003 she was a non-executive director of the Inland Revenue. She is a trustee of EveryChild and Grandparents Association, and governor of Northwood College where she chairs the Governance Committee. She has been a trustee of several charities including Marie Curie Cancer Care and has been chair of trustees of the Journey of a Lifetime Trust (JoLt) and chairman of governors of Orley Farm School Trust. She is a fellow of the Leadership Trust Foundation and of International Students House. She is on the Advisory Council of the Institute for Global Ethics UK Trust and of the Leadership Trust. She founded the Journey of a Lifetime Trust (JoLt), the Network of Women Chairs, and Groundbreakers: Voluntary sector women leaders.

www.civilsociety.co.uk/governance



Philip Smith is a partner in Arthur Cox where he specialises in Pensions Law and Charity Law. Philip holds practising certificates in both Ireland and Northern Ireland and advises on all aspects of pension schemes both in advising trustees

and employers on day to day administration, restructuring, merger, amendment and in relation to corporate transactions. As coordinating partner of Arthur Cox's Charity Law Group, he advises on the issues affecting charitable and not-for-profit organisations and their Directors/Trustees including preparation of governing documents, assistance with applications for Revenue charity status, and advice on governance issues and fundraising.

Philip is a member and former Chairman of the Association of Pension Lawyers in Ireland and a Fellow and Council Member of the Irish Institute of Pensions Management. Philip is also a member of the Charity Law Association (UK).

Registration form

Date: 19 September 2011

Venue: Arthur Cox, Earlsfort Plaza, Earlsfort Terrace, Dublin 2

To book, print and return this form with payment to:

Boardmatch Ireland
35 Exchequer Street
Dublin 2

Payment by cheque only, made payable to **Boardmatch Ireland**

Course fee (charged by Boardmatch Ireland) of €475 must be made prior to attending.

This entitles both the CEO and the Chair to attend.

CEO

Mr/Mrs /Miss /Other: _____

First name: _____

Surname: _____

Job title: _____

Email: _____

Organisation: _____

Address: _____

_____ Postcode: _____

Tel: _____

Fax: _____

Please give details of any access or dietary requirements:

Chair

Mr/Mrs /Miss /Other: _____

First name: _____

Surname: _____

Job title: _____

Email: _____

Organisation: _____

Address: _____

_____ Postcode: _____

Tel: _____

Fax: _____

Please give details of any access or dietary requirements:

Signed: _____

Date: _____

For Further information please contact:

Chris White

Telephone: 01 671 5005

Email: eva@boardmatch.ie

