

Programme of Evening Seminars 2007/2008

Tuesday 6 November 2007 **ARTS ORGANISATIONS: A CRASH GUIDE TO THE LAW**

This seminar will cover:

- > Constitutional options - the pros and cons of charity status and a survey of the alternatives
- > Copyright basics
- > Issues relating to the use of music
- > Copyright issues relating to devised shows
- > Intellectual property online
- > Protecting your brand - logos, names, titles
- > Performers' rights.

Wednesday 28 November 2007 **SECTION 36: THE NEED FOR VALUATION ADVICE BEFORE DISPOSING OF CHARITY LAND**

This seminar is for property managers and charity surveyors and gives guidance on:

- > The type of transactions that are affected
- > The charity trustees' obligations
- > The role of the valuer
- > Consideration of the valuer's advice by the charity trustees
- > Certification in the documents
- > What happens if things go wrong and what to do about it.

Tuesday 11 December 2007 **MANAGING SICKNESS ABSENCE**

This seminar will deal with practical and legal considerations for managing sick and disabled employees, including dismissals and the impact of the Disability Discrimination Act.

Tuesday 15 January 2008 **PENSIONS ISSUES FOR CHARITIES**

An overview of the issues charities face in relation to pensions including:

- > The responsibilities of pension trustees
- > Issues arising from the incorporation of charities
- > Governance implications
- > Funding issues
- > The Pension Protection Fund (PPF) and the PPF Levy
- > The Pensions Regulator.

Wednesday 23 January 2008 **PROPERTY RISKS**

This seminar covers a wide range of topics intended to assist in dealing with legal risks relating to the ownership and management of property, including restrictions on use and dealings with property, issues relating to letting and tenancy, liability to other parties including neighbours and visitors, taxation considerations and general management issues.

Tuesday 5 February 2008 **FUNDRAISING AND THE LAW**

An introduction to the main pitfalls associated with fundraising including:

- > Corporate promotions - identifying 'commercial participators'
- > Contracting with professional fundraisers
- > Negotiating fundraising agreements
- > Protecting your brand
- > Data protection
- > The impact of the Charities Act 2006
- > Effective giving - a look at fundraising from the perspective of the donor/sponsor.

Wednesday 27 February 2008 **NEGOTIATING A LEASE THAT SUITS YOU**

- > What are 'heads of terms'?
- > Negotiating the best terms for your organisation
- > Advice on what terms you should always resist and what terms you must insist upon
- > Negotiating techniques
- > The roles of solicitors and surveyors.

Tuesday 11 March 2008 **CHARITIES WORKING INTERNATIONALLY**

We will discuss a range of issues including:

- > Staff and management challenges
- > Arrangements with partner organisations
- > Ensuring compliance with your purposes and mission
- > Transfer of data
- > English or other legal systems.

Wednesday 2 April 2008 **GOVERNANCE: IMPLEMENTING APPROPRIATE POLICIES AND STRUCTURES**

This session will look at key governance policies, managing conflicts of interest, processes of self-review for trustees, reviews of the role of membership, differing models for board size and committee structure, sub-committee structure, and the role of the Chair and officers.

Tuesday 22 April 2008 **THE ROLE OF THE COMPANY SECRETARY**

This is a session for company secretaries, trustees of charitable companies, and anyone else involved in the administration of a charitable company. The seminar will consider the impact of the Companies Act 2006 on the company secretary's duties and will include guidance on:

- > Understanding the legal structure of your organisation
- > Preparing for and calling general meetings
- > Passing members' resolutions
- > Proxy voting
- > Company registers and records
- > Filings with Company's House and the Charity Commission
- > Electronic communications with members.

Wednesday 14 May 2008 **INTRODUCTION TO EMPLOYMENT LAW: HOW TO REDUCE RISK**

Employment disputes can amount to a substantial drain on an organisation's resources. This session will provide an overview of the employment relationship, highlighting areas of risk and measures organisations need to take to protect themselves from claims.

See over for venue information.

For booking details see the enclosed booking form or visit our Charities page at:
www.russell-cooke.co.uk

RUSSELL-COOKE SOLICITORS

THE CHARITY TEAM

About the Team

The Charity Team specialises in assisting charities and voluntary organisations with all aspects of their legal problems, including governance, mergers and restructurings, charity and company law, employment, property, contracts, fundraising, dispute resolution, litigation and intellectual property. Our work with a large number and range of charities gives us an in-depth knowledge of their practical needs.

Each seminar speaker is a qualified solicitor, specialised in working with and delivering training and advice to the voluntary sector.

About Russell-Cooke

Russell-Cooke is an energetic, professionally-managed firm based in Central and South West London.

We work for corporate, institutional and private clients offering sophisticated and cost-effective expertise in a range of specialist areas.

Seminar Details

Time:

Each seminar will commence at 5.30 pm and will run for approximately 1 hr 30 mins.

Registration for the seminars begins at 5.15 pm.

Venue:

Russell-Cooke LLP,
8 Bedford Row,
London WC1R 4BX

Price:

£40 (inc. VAT) per delegate per seminar.
Please note: This fee is non-refundable.

Booking Information:

If you would like to attend any of the above seminars please complete and return the booking form to:

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