Governance workshop – All you need to know as a Board Member/Trustee

Thursday 28 March 2019
Organiser: Mrs Rebecca Davenport, Specialist Societies Manager, Association of Anaesthetists
Location: 21 Portland Place, London W1B 1PY

09:45-10:15 Registration, tea & coffee

10:15-10:20 Welcome
Dr Paul Barker, Association of Anaesthetists Honorary Treasurer

Session 1: General governance, legal and insurance
Chair: Dr Paul Barker, Association of Anaesthetists Honorary Treasurer

10:20-10:40 Introduction to governance, Mr Chris Priestley, Withers
- What is governance?
- Why is good governance important?
- Case studies

10:40-11:00 The foundations of good governance, Mr Chris Priestley, Withers
- Roles and responsibilities within the Society
- Understanding your Society's constitution
- Planning and running meetings
- Elections and AGMs
- Decision-making and delegation
- Diversity

11:00-11:20 Directors/trustees duties, Mr Chris Priestley, Withers
- Duties
- Accountability
- Reporting and compliance

11:20-11:40 Tea & coffee break

11:40-12:00 Understanding the legal risks, Mr Chris Priestley, Withers
- Identifying risks and dealing with disputes
- Risks – member litigation, regulator prosecution and disqualification
- Protections – systems and resources, and indemnity and insurance

12:00-12:20 Insurance policies, Mr Laurence Page, Jelf
- Essential insurance policies

12:20-12:40 Morning group feedback and Q&A session
Chair: Dr Paul Barker, Association of Anaesthetists Honorary Treasurer
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12:40-13:40 Lunch and networking session

Session 2: Financial governance and data awareness
Chair: Dr Paul Barker, Association of Anaesthetists Honorary Treasurer

13:40-14:00 Financial governance and accounting principles – Part 1, Mr Vipan Narang, Association of Anaesthetists
- An overview of financial governance and accounting principles
- Understanding the legal and regulatory framework

14:00-14:20 Financial governance and accounting principles – Part 2, Mr Stephen Jahans, Association of Anaesthetists
- Risk management and financial policies
- Financial compliance
- Case studies

14:20-14:40 Data Protection and General Data Protection Regulation (GDPR), Ms Fiona Brookes & Ms Amanda Medler, Adapta Consulting
- Basic definitions and the 8 Data Protection Principles
- Key principles, obligations and rights under the Act and GDPR
- Why is data security important?
- Data protection impact assessments (DPIAs)
- Knowing your controllers from your processors

14:40-15:00 GDPR compliance, Ms Fiona Brookes & Ms Amanda Medler, Adapta Consulting
- GDPR compliance – what you should be doing
- Privacy and Electronic Communications Regulations (PECR) and ePrivacy Regulation (ePR)

15:00-15:20 Tea & coffee break

15:20-15:40 IT governance, Ms Fiona Brookes & Ms Amanda Medler, Adapta Consulting
- Understanding and assessing IT governance principles and practices
- Legal and regulatory aspects of IT Governance
- Case studies
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15:40-16:10  Afternoon group feedback and Q&A session
   Chair: Dr Paul Barker, Association of Anaesthetists Honorary Treasurer

16:10-16:20  Summary of the day and close

Learning objectives:

1. Gain a better understanding of the role of a board member/trustee, including key legal duties, areas of potential liability and best practice.
2. Learn an overview on data protection and General Data Protection Regulation (GDPR), including Privacy and Electronic Communications Regulations (PECR) and ePrivacy Regulation (ePR)
3. Increase your knowledge of financial governance and accounting principles.
4. Network with like minded colleagues, share experiences and receive advice from leading experts.