

SANDY ADIRONDACK

Governance and legal training and consultancy for the voluntary sector

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SPECIALISMS

- **Open and in-house training:** primarily on governance and legal aspects of running a voluntary organisation, including board roles and responsibilities, reviewing your board's performance, recruiting and keeping an effective board, reviewing your constitution, legal responsibilities of voluntary organisations, legal update, charity law, incorporation (including the new charitable incorporated organisation), legal structures for voluntary organisations and social enterprises, duties of company directors and the company secretary, employment, equal opportunities, legal aspects of volunteering, contracts and service agreements, and risk management.
- **Facilitation:** primarily on reviewing board performance, clarifying 'core purpose', priorities and core activities, setting goals, and sorting out working procedures. A report on the facilitated session(s) is always provided.
- **Short consultancies** (1-10 days) on similar issues.
- **Constitutional reviews**, including changes in charity and company law.
- **Mentoring / non-managerial supervision.**

CLIENTS

- **Open training:** councils for voluntary service, volunteer centres and other national, regional and local voluntary sector development bodies; funders running training for organisations they fund; national, regional and umbrella organisations running courses for their branches or member organisations; funders needing to understand how the law affects the organisations they fund.
- **In-house training, facilitation and short consultancies:** hundreds of organisations, ranging from tiny local groups to large nationals.

VOLUNTARY SECTOR EXPERIENCE

I am a full-time freelance trainer/consultant and author, working only in the voluntary sector. I have worked freelance since 1980, and prior to this was coordinator of the Campaign Against Arms Trade. I have also worked as a research social psychologist and as a sub-editor and production editor, and have been personally involved for many years with peace, campaigning and community organisations. I produce a free **legal update service for voluntary organisations** (www.sandy-a.co.uk/legal.htm), with email alerts when the website is updated.

GEOGRAPHICAL AREA COVERED

Anywhere in the UK or abroad.

PUBLICATIONS

- *Just About Managing? Effective management for voluntary organisations and community groups* (London Voluntary Service Council, 1st ed 1989, 4th ed 2006).
- *The Russell-Cooke Voluntary Sector Legal Handbook* (with James Sinclair Taylor at the Charity Team at Russell-Cooke Solicitors; Directory of Social Change 2009). Previously *The Voluntary Sector Legal Handbook* (Directory of Social Change, 1st ed 1996, 2nd ed 2001).
- Out of print publications
- *The Sinclair Taylor & Martin Company Handbook and Registers for Voluntary Sector Companies Limited by Guarantee* (with James Sinclair Taylor; 1999, updated 2003).
- *The Good Governance Action Plan for Voluntary Organisations* (National Council for Voluntary Organisations 1999, 2nd ed 2002).
- *Getting Ready for Contracts: A guide for voluntary organisations* (with Richard Macfarlane; Directory of Social Change, 1st ed 1990, 2nd ed 1993).
- Editor, *Manual for Action: Techniques to enable social change groups to increase their effectiveness* (by Martin Jelfs; Action Resources Group, 1982).
- *Peaceworking: A campaigning guide for local groups* (United Nations Association, 1981).