



The Friends of All Saints' Church, Shillington

Registered Charity Number 1060329

Engaging External Speakers at Charity Events Policy and Procedures

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Introduction

Trustees have a duty to manage their charity's resources responsibly and must protect its assets and avoid taking undue risks. In most instances, speeches or events can take place unhindered or without detailed risk assessments. Trustees should however be mindful of the risk of giving a platform to speakers who break the law by glorifying or supporting terrorism, inciting violence or hatred on the grounds of race, religion or sexual orientation or other illegal activity.

Policy

The Friends of All Saints' Church, Shillington (The Friends) does not routinely stage events where speakers from outside the organisation are engaged. The main exception to this is at the Annual General Meeting, at which a speaker is usually engaged to give a presentation: -

- relevant to the work of the Friends,
- on a local issue, or
- on a subject which it is thought would be of interest to the membership.

This policy applies to such occasions and to any future events at which the engagement of an external speaker is being considered.

In summary, our policy is that all speakers engaged by the Friends should give presentations falling within the three categories listed above and that they should: -

- ensure they do not do anything that could bring the name of the charity into disrepute or damage public trust and confidence in it
- not encourage, glorify or promote any acts of terrorism, including any individuals, groups and organisations that support such actions
- not incite hatred or violence or call for the breaking of the law
- not spread hatred and intolerance in the community
- be careful not to be unnecessarily divisive or denigrate faiths, racial or other groups
- not seek to raise or collect funds for any external organisation or cause without the express permission of the trustees

Additionally, it is currently the Friends' policy not to pay external speakers a fee. They may request traveling expenses, and such requests will be discussed by the Committee before agreement is reached.

Procedures

Proposals for speakers at the Friends' AGM or for any proposed event should be discussed by the Committee before agreement is reached with the speaker.

Speakers will be invited to produce a short synopsis of their talk for publicity purposes and so that the Committee can assess whether it is appropriate to the expected audience for the event.

Speakers will be provided with a copy of this policy.

The Friends Committee, at least two of whom should be present at any such event, reserves the right to halt any event or presentation where the speaker is in clear contravention of this policy.

Links to other policies

This policy is linked to the Friends' complaints Policy, in that any breach would be likely to lead to complaints.

Policy review

This Policy was agreed by the Committee of the Friends on 18 September 2024. It will be reviewed if any matters come to light requiring a change and/or triennially.

Date of review	Note of charges	Signed by the Chair
18.09.2024	First iteration	
30.09.2027		
20.09.2030		