



## Engaging External Speakers at Charity Events Policy and Procedures

### **Policy Statement**

Lost Chord UK is committed to delivering impactful charity events while maintaining the highest ethical standards. This policy provides guidance for engaging external speakers, including our ambassadors, who are sporting role models, at charity events, in accordance with the UK Charity Commission's guidance.

### **Scope**

This policy applies to all charity events organized by LCUK that involve external speakers, including our ambassadors.

### **Objective**

The objective of this policy is to ensure that LCUK's charity events are conducted professionally, respectfully, and in compliance with the UK Charity Commission's guidance.

### **Procedures**

#### Step 1: Speaker Selection

1. LCUK will select speakers, including our ambassadors, for charity events based on their relevance to the event's purpose and the potential impact of their involvement.
2. Ambassadors will be invited to speak at events where their expertise or experiences align with the event's goals and Lost Chord UK's mission and objectives.

#### Step 2: Speaker Invitation

1. LCUK will formally invite selected speakers, outlining the event's date, purpose, and expectations.
2. Invitations will include a clear request for confirmation and availability.

### Step 3: Speaker Agreement

1. Upon acceptance, LCUK will enter into an agreement with the speaker or ambassador, detailing expectations, remuneration (if applicable), and any other relevant terms.
2. The agreement will outline the nature of the event, the speaker's role, and their responsibilities.

### Step 4: Event Management

1. LCUK will provide clear event guidelines to speakers, ensuring they understand the event's objectives and expected conduct.
2. Speakers, including ambassadors, will be expected to act in a manner that aligns with LCUK's values and charity mission.
3. Speakers must agree not to include content that could lead to inciting hatred, unrest, offence, or political bias.
4. Speakers, due to the nature of our work with vulnerable people, should act as role models and safeguard the mental health and wellbeing of our beneficiaries. They should not encourage unhealthy or risky lifestyles or conduct, including alcohol, drugs, or gambling.

### Step 5: Feedback and Evaluation

1. LCUK will solicit feedback from event attendees regarding the performance of external speakers, including ambassadors.
2. Feedback will be considered for future event planning and speaker selection.

### Step 6: Data Protection

1. LCUK will handle any personal data of external speakers in compliance with data protection laws.
2. Consent for the use of personal data will be obtained when required.

#### Step 7: Expenses and Remuneration

1. Expenses and remuneration for external speakers, if applicable, will be processed in line with LCUK's Trustee Expenses Policy.

#### Step 8: Review and Compliance

1. This policy will be reviewed periodically to ensure its effectiveness and alignment with the UK Charity Commission's guidance.

Last Review Date: 28.11.2023

#### Guidance Statement:

Speakers and ambassadors engaged by LCUK are expected to uphold the principles of promoting positive values, respect, and social responsibility. Content presented at LCUK charity events should not incite hatred, unrest, offense, or political bias or bring the work of Lost Chord UK into disrepute. LCUK reserves the right to address any breaches of this guideline to ensure the integrity of its events and mission is maintained.

Speakers should always conduct themselves as role models, safeguarding people, and refraining from promoting unhealthy lifestyles or risky behaviours, including alcohol, drugs, or gambling.