



Information for prospective trustees
2009

Letter from Martin George, Chairman Global Charities

Thank you for your interest in the role of a Global Charities' trustee at a particularly exciting time in our charity's history.

We are seeking three new trustees with the ability to support our fundraising strategy to grow annual income from £2.7 million and improve the cost effectiveness of our fundraising. Key to this strategy will be our ability to target and cultivate major partnerships and philanthropic donations as well as grow income from a calendar of appeals and events.

We are targeting trustees who are willing to introduce the CEO and Director of Fundraising and Communications at Global Charities to their professional and personal contacts in the commercial sector and the city. These contacts would have the ability and willingness to support our fundraising and develop innovative major partnerships. We would also welcome the support of trustees in creating and presenting fundraising proposals and in developing and sustaining relationships.

In return, we can offer a range of benefits to our partners as well as high levels of professional support from our team of staff. Our trustees and staff can also draw on the support of Global Radio's assigned Executive for Charities, Stephen Miron CEO as well as the Global Board, including Ashley Tabor, Richard Park and Charles Allen.

Speaking from my own experience, the role is incredibly rewarding and provides a fantastic and unique opportunity to create new and fulfilling ways to change lives. I am keen for our trustees to see first hand just what a difference our appeals make to the lives of people in our communities. As a trustee, you would have many opportunities to visit projects and meet beneficiaries and staff at the projects, which the charity funds.

I am also keen for trustees to develop their knowledge of Global Radio and their brands and future plans for the group. Global is a dynamic and progressive company and is committed to working closely with us to make a huge difference to the lives of its radio communities. Trustees will have the opportunity to visit stations, meet presenters as well as attend station events.

I hope our website, annual report and the information in this document inspires you to apply to become a trustee. To do so, please complete the simple application form and declaration of suitability at the end of this document by October 31st. Our trustee board will consider all applications and I aim to confirm appointments in mid November.

I would very much welcome the opportunity to talk personally with you if you are interested in applying. Please contact Remi Sijuwade, our Charities Co-ordinator to arrange this. Remi can be contacted on 0207 054 8391 and at remi.sijuwade@thisisglobal.com.

I look forward to hearing from you.

Martin George

Global Charities

Global Charities is the official charity of Global Radio and the key driver of Global's corporate social responsibility strategy. Our shared mission is to make a real and lasting difference to the lives of disadvantaged children, young people and adults in our radio communities.

Together, we raise funds and award grants in England, Wales and Scotland through the 5 charity appeals of Help a London Child, Have a Heart, Classic FM Music Makers, Help a South Wales Child and the Mercury FM Charity Appeal. We plan to grow our current appeals and establish new ones across all of Global's brands and become a major UK grant giving charity.

In 2008/09, we touched the lives of 168,000 children, young people and disadvantaged adults through a total of £2.040 million in grant awards, allocated as follows:

- Help a London Child: £948,000
- Have a Heart: £530,000
- Classic FM Music Makers: £136,000
- Mercury Charity Appeal: £26,000
- V project: £400,000

Fundraising income is generated through on air appeals, events, corporate fundraising and donations. The whole Global family of staff, presenters, celebrity networks work together to create fun and rewarding fundraising to inspire as many people as possible who can join in with their favourite stations to make a difference. Our corporate partners include ICAP, Chelsea FC, Vodafone, Burger King, Marriott Hotels and Barclays as well as local companies across our networks.

We award the monies we raise to a wide range of charities working creatively in the areas of poverty, child abuse and neglect, disability, social exclusion, homelessness, domestic violence, welfare, education, therapy and care. Our grants panels of over 100 independent charity and community experts and station staff ensure that our monies go to those causes that need it most.

Our most famous appeal, Help a London Child, has supported London's most vulnerable children since it was founded over 30 years ago by Lord Attenborough. The appeal has raised over £20 million during this time and awarded over 10,000 grants to a wide range of children's charities, benefitting over a million children.

In addition to our small grant programmes, we work in partnership with major funders across a number of station brands such as the Help a London Child Free Sports for All programme created with £240,000 raised through the ICAP 2008 Charity Day. A further example is our 2006/9 partnership with V, the volunteering charity, and Global Radio in a matched fund project. Over £1.3 million has been awarded to date over 190 projects, creating 6,000 volunteering opportunities.

The most important development for Global Charities in 2009 has been the launch of Have a Heart. This is a new charity appeal with ambitious plans to make a difference to the communities around our 33 Heart stations. Drawing on the existing achievement of local appeals within some of this network, we will build local support and influence to become a major broadcasting appeal.

Global Charities Trustees

Chairman: Martin George

Martin is currently undertaking a number of marketing roles in an interim capacity including his role as Marketing Director at BUPA. He is also a partner in a restaurant and a travel media business. Previously he was Commercial Director at British Airways where he worked for 19 years.

Nigel Atkinson

Nigel holds Non-Executive Directorships in the Leisure and Retailing sectors including Fuller, Smith & Turner plc. In 1990 he became Chief Executive of George Gale & Co Ltd, a position he held for 15 years. Nigel is Trustee of HMS Warrior 1860, Chairman of St John Ambulance in Hampshire, a Vice President of the Duke of Edinburgh Award, and Vice Lord-Lieutenant for Hampshire. Nigel is also Chairman of the Grant Giving Panel for Have a Heart, Hampshire.

David Briggs

David was first involved with Help a London Child when he was a producer at Capital Radio for over 20 years. David left Capital in 1993 to join GMTV, where he worked in marketing and promotions. After three years, David left GMTV to concentrate on creating and devising quiz shows and created the quiz show "Who Wants to Be a Millionaire?" David is now at 2waytraffic International.

Paul Soames

Paul is a well respected voluntary sector figure. Currently UK Director of Operations for Contact A Family and Chairman of the Help a London Child Grants Panel.

Moira Swinbank OBE

CEO of Legacy Trust UK and previously CEO of TimeBank, the national volunteering charity, Moira's career spans the commercial and not for profit sectors, including the NSPCC Full-Stop Appeal and the Millennium Children's Promise.

Peter Williams

A former non-executive director of GCap Media plc, Peter is now an executive director at JJB Sports plc He is also currently an executive director and a non-executive director of both ASOS plc and Cineworld Group plc and a member of the Design Council. Peter worked for 13 years until 2004 at Selfridges initially as Chief Financial Officer and then as Chief Executive. More recently he has been the Chief Executive of Alpha Group plc. Peter has also been a member of the Finance Committee of the British Red Cross and the Advisory Board for Comic Relief.

Global Charities trustee role description

Compliance and statutory duties

- To ensure that Global Charities complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the charity pursues its legal objects as defined in its governing document and is administered effectively and efficiently.
- To ensure the charity uses its resources exclusively in pursuance of its legal objects and that the charity does not spend money on activities which are not included in its own legal objects, no matter how worthwhile or charitable those activities are.
- To scrutinise board papers, attend quarterly board meetings and contribute to discussions and decision making processes.
- To ratify grants as recommended by grant panel chairs and verified by the CEO.
- To provide guidance on new initiatives and issues in which the trustee has special expertise.
- To ensure the existence and integrity of risk management and control systems, with clear delegated responsibilities to staff for managing and mitigating risk, and to monitor these on an ongoing basis.

Strategy

- To contribute actively to the board of trustees' role in giving firm strategic direction to the charity, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To use any specific skills, knowledge or experience to help the board of trustees reach sound decisions on strategy and operation plans.

Financial management

- To ensure the financial stability of the organisation, ensuring solvency and safeguarding assets.
- To protect and manage the assets of the charity and to ensure the proper investment of the charity's funds.
- To approve annual charity budgets and monitor financial performance.

Staff

- To assist the Chair in the appointment of the CEO and other executive staff.
- To be available, individually or as part of a group, to the executive staff whenever needed for advice and guidance; and to provide access to other specialist advice as required.
- To ensure that the executive staff are performing their delegated functions effectively and to monitor their performance against the strategic plans, and annual budgets and operational targets.
- To advise the Chair of any issues arising in relation to staff performance and recommend on how to address these.

Reputation and profile

- To safeguard the good name and values of the charity.
- To assist the Chair and staff to deliver key corporate messages on the work and the plans for the charity among beneficiaries, donors and internally among Global Radio.
- To act as an ambassador for the charity and establish networks in support of the charity's strategy and reputation.

Global Charities trustee person specification

- Passion for the aims of Global Charities and an ambition to increase the charitable impacts of the charity and make the biggest difference possible to the lives of our beneficiaries.
- Track record of leadership in either the voluntary, public or commercial sectors.
- Professional experience relevant to the grant giving and/or fundraising and communications activities of Global charities.
- Knowledge of the voluntary sector and a commitment to developing this knowledge in support of the charity and its plans.
- Willingness and ability to invite professional and personal networks to support the charity's grant giving and/or fundraising aims and plans.
- Enthusiasm for commercial radio and a commitment to Global's aims and corporate social responsibility plans.
- Ability to work as a team with fellow trustees.
- Ability to attend quarterly board meetings and manage any unavoidable absence from these meetings.
- Ability and willingness to attend other meetings and activities (e.g. fundraising events, project or station visits).
- All prospective trustees must complete a simple application form and sign the declaration of suitability.

Declaration of Suitability: For information only

All trustees will be required to sign the following on their appointment

DECLARATION OF SUITABILITY

(Based on a model devised by the National Council for Voluntary Organisations.)

This Declaration encompasses the Nolan Committee's "Seven Principles of Public Life". Lord Nolan chaired the Committee on Standards in Public Life, which was established in October 1994 by the then Prime Minister to consider standards of conduct in various areas of public life.

Selflessness

Trustees of Global Charities have a general duty to act in the best interest of the charity as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or the organisation they come from or represent.

Integrity

Global Charities trustees:

- Should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role;
- As well as avoiding actual impropriety, should avoid any appearance of improper behaviour;
- Should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

Objectivity

In carrying out their role, including making appointments (including trustee appointments), awarding contracts, recommending individuals for rewards and benefits or transacting other business, Global Charities trustees should ensure that decisions are made solely on merit.

Accountability

Global Charities trustees:

- Have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in Global Charities.
- Are accountable for their decisions and actions to the public, founders and service users. They must submit themselves to what scrutiny is appropriate to their role;
- Should ensure that confidential material, including information about individuals, is handled in accordance with due care.

Openness

Global Charities trustees:

- Should be as open as possible about the decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.

Honesty

Global Charities trustees:

- Have a duty to declare any interests relating to their trustee role and to take steps to resolve any conflicts that may arise. Where private interests of a trustee conflict with trustee duties, he/she must resolve this conflict in favour of the trustee role;
- Must make relevant declarations of interest in the different circumstances and roles they play within and outside Global Charities.

Leadership

Global Charities trustees:

- should promote and support the principles of good governance by example;
- Should respect the role of the Chief Executive. There will be circumstances under which trustees will be working directly with Global Charities staff. Guidelines for such working relationships should be clear to both staff and trustees and, when these occasions arise; the Chief Executive should be informed in advance.

Declaration

I declare that I am eligible to be a Trustee of Global Charities

(I am over age 18; not an undischarged bankrupt; not previously removed from trusteeship of a charity by a Court or the Charity Commissioners and in the light of the above, not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee).

I undertake to fulfil my responsibilities and duties as a Trustee of Global Charities in good faith, in accordance with the law, and within Global Charities vision and mission.

I do not have any financial interests in conflict with those of Global Charities (either in person or through family or business connections. I agree to notify specifically any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it).

I have read the Role Description and undertake to discharge my legal, financial and governance responsibilities to the best of my abilities.

Signed

Date

Name of Trustee

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APPLICATION TO JOIN THE GLOBAL CHARITIES BOARD OF TRUSTEES

Please return the application form to remi.sijuwade@thisisglobal.com marked confidential and for the attention of Martin George by October 31st

Alternatively please post to:

Remi Sijuwade
Charities Co-ordinator,
Global Charities
30 Leicester Square
London
WC2H 7LA

Remi can also be contacted on 0207 054 8391

Application

Name:

Address:

Phone: (h) (w)

Email:

1. Why do you want to join Global Charities as an organisation?
2. What experience and expertise would you bring to the Board of Trustees?
(Please refer to the person specification.)
3. Which area of Global Charities particularly interests you?
4. Do you know of any reason which would prevent you from becoming a company director or a charity trustee, e.g. undischarged bankruptcy, unspent conviction for deception or dishonesty or previous removal as a charity trustee on these grounds?
5. Do you consider yourself disabled in any way/have any particular requirements regarding access, etc?

I declare this information to be true.

Signed:

Date: