



INTERNATIONAL BROADCASTING TRUST

TRUSTEE APPLICATION PACK

IBT's Board of Trustees

IBT is a registered charity with eight Trustees including two officers: Rose Caldwell (Chair) and Richard Sumray (Treasurer).

We are now seeking to recruit two Trustees. One will be a general Trustee and the other will join the Board as a general Trustee and take on the office of Treasurer when Richard steps down in Autumn 2020.

IBT seeks a managed rotation of its Board, with Trustees normally being appointed for up to two three-year terms before leaving office. We take a skills based approach to recruiting Trustees in order to ensure that the Board has a range of skills.

How would you benefit from becoming a Trustee?

You will gain the satisfaction of helping to lead an ambitious and effective organization that makes a real difference to media coverage of global issues; and to its members' effectiveness in dealing with the media.

More information

If you would like to talk about any aspect please don't hesitate to call or email Mark Galloway (Executive Director) on mark@ibt.org.uk or 07931 543544.

How to apply

Applications should be made in writing and consist of

- 1) A full CV
- 2) A covering letter including
 - a) Why you want to be a Trustee of IBT.
 - b) What particular skills, characteristics and experience you would bring to the Board.
- 3) Please also mention in your letter if you are happy to be considered for the position of Treasurer.

Applications should be sent by email to mark@ibt.org.uk by Friday September 27th.

Please note that if your application is successful you will be invited for interview. Interviews will take place from 9-1 on Friday October 18th 2019, at the IBT offices in Old Street.

International Broadcasting Trust Trustee Job Description

For general information about the role of charity Trustees see the Charity Commission's website at <http://www.charitycommission.gov.uk/publications/cc3.aspx>.

Pay and expenses

Like almost all charity Trustee roles, a Trusteeship of the International Broadcasting Trust is an unpaid position. However, IBT will reimburse out-of-pocket expenses.

Job purpose

To further the objects of the International Broadcasting Trust

Main tasks

1. To take part in formulating and regularly reviewing the strategic aims and plans of IBT; and to ensure that they are within charity law.
2. With other Trustees to ensure that the policies and practices of IBT are in keeping with its objects and strategic plans; and within charity law.
3. With other Trustees to ensure that IBT functions within charity law; and strives to achieve best practice.
4. Attend meetings of Trustees and other meetings of IBT.
5. Support staff in fundraising activities and as an ambassador for IBT.

Main duties

1. Strategic aims and strategic plans

- Consider the interests of organization and those that it serves as a whole, whether as a member of the board of Trustees or in any other capacity within IBT.
- Reflect IBT's vision, mission and values at all times.
- Contribute specific skills, experience, interests and contacts to the work of IBT and its board.

2. Policies and Practices

- Follow the code of conduct at all times.
- Reflect IBT's policies and practices at all times.

3. Achieving best practice

- Be an active member of the board of Trustees in exercising its responsibilities and functions.
- Maintain good relations with IBT staff.
- Take part in such training and development as is provided for the benefit of Trustees.
- Fulfil such other duties and assignments as may be required from time to time by the board.

4. Attend meetings

- Attend four Trustees' meetings a year.
- Attend strategic planning meetings from time to time.
- Attend meetings where individual responsibilities of officers (Chair, Treasurer) are fulfilled.
- Attend events where Trustees are involved with other stakeholders in IBT.

International Broadcasting Trust Trustee Person Specification

IBT has a strong and effective board that has led the organization through several years of growth. We are keen to recruit two new Trustees and to ensure that we have the range of skills, characteristics and experience necessary to lead IBT to deliver its strategic plan.

We are aware that if we are to increase the skills, characteristics and experience of the board, insisting that all new Trustees should have board level experience could be unhelpful. Consequently, we will put more emphasis on ensuring that we have a diverse board with a wide range of complementary skills and experience, rather than insisting that all new Trustees already have board-level experience.

We are keen to hear from candidates who have skills or experience in one or more of the following areas:

Policy and research

Advocacy

Finances

Fundraising

Role of Treasurer

All Trustees play a full role on the Board. The Treasurer has specific responsibilities for IBT's finances. Since our finances are very straightforward, this does not require a financial background or particular expertise. If you are used to managing budgets and reading a balance sheet then you have the requisite skills. The Treasurer will

- Agree a budget for the year ahead with the Executive Director and present this budget for approval by the Board
- Present a financial statement to each Board meeting and answer any questions
- Deal with any particular issues as they arise in conjunction with the Executive Director
- Approve payments on a monthly basis

Please note that the Executive Director is responsible for the day to day management of IBT's finances and for delivering the budget and quarterly financial statements. The Treasurer is the main Board contact for the Director if he needs to discuss any financial issues. It is estimated that this role will take up around 30 minutes a month, in addition to attending four Board meetings a year.

International Broadcasting Trust Trustees' Code of Conduct

Trustees must comply at all times with this code of conduct (or any agreed modification of it) and act in good faith and in the best interests of IBT.

Ethical Principle

1. The International Broadcasting Trust is an organization that values ethical standards, reflected in its definition of *What the International Broadcasting Trust Is* in its strategic plan. Trustees will respect this principle in their behaviour towards each other and towards other organizations and stakeholders in their work in and for IBT.

Public Service Values

2. The highest standards of propriety must be maintained in relation to the stewardship of funds and management of IBT. Conflict between Trustees' interests and the discharge of their Trusteeship duties must be avoided. Trustees must not seek through performance of their duties to gain material benefits for themselves, their organizations or others.
3. Trustees are required to maximize value for money through ensuring that IBT operates in the most efficient and economical way, within available resources, and with independent validation of performance achieved where practicable.
4. Trustees will endorse and operate within a policy of openness and seek to lead best practice.

Confidentiality

5. Trustees will maintain confidentiality of information obtained through their Trusteeship of IBT and not use it to gain material benefits for themselves, their organizations or any others.

Relationship with government, media and other outside bodies

6. The main point of contact between IBT and governments, media and other outside bodies on day-to-day matters will normally be the director or other Trustees authorized to act on behalf of IBT.
7. Care should be taken about any invitation to speak publicly, including speaking to journalists, in the capacity as a Trustee of IBT and in the publication of any articles. Trustees should consult the director, and in all cases should not express views at variance from agreed IBT policy. Personal or organizational views may be expressed only so long as it is made clear that the Trustee is speaking or writing in a personal or organizational capacity.

Declarations

8. Trustees are expected to sign declarations that they have no interests which conflict with their duties when they are required to do so by IBT.

Exit restrictions

9. On termination of Trusteeship, Trustees must return to IBT all property belonging to it.

Data Protection

10. For the purposes of the Data Protection Act 1998 (as amended), Trustees give their consent for all purposes to the holding, processing and accessing of personal data about them held by IBT.

Delegation

11. Trustees serve on a part-time basis. Responsibility for specified matters may be delegated to individual Trustees, or committees or sub-committees of IBT, or to staff.

Concerns about Propriety

12. In accordance with recommendation 53 in the 'Report of the Committee on Standards in Public Life' (the Nolan Committee), the chair is entrusted with the duty of investigating concerns about propriety raised confidentially. Complaints may be made directly at this level.

Interests of Trustees

13. Trustees should not retain any interests that amount to an unacceptable conflict of interest with IBT. This rule only extends to interests in activities that could be affected by IBT's decisions.

14. Before any item is discussed, Trustees should declare any direct or indirect interests or connections they may have. Interests which should be declared are not only financial ones but those which involve some material benefit to either party. If in doubt, Trustees should declare the connection in order to give other Trustees the opportunity to determine an appropriate response. A general notification of interest may be given, which would apply to all meetings.

15. A Trustee with an interest must not take part in any relevant board discussion or decision unless the other Trustees present decide unanimously that the interest is to be disregarded. Decisions on participation must be in favour of the most severe exclusion suggested (e.g. if some Trustees are content for the declaring Trustee to participate in a discussion, but not a decision, and others wish the declaring Trustee to leave the meeting altogether, the declaring Trustee must leave).

Register of interests of Trustees

16. A Register of Trustees' Interests will be kept and will include details of Trustees' public and charitable appointments, directorships, related employments, and relevant financial interests.

Role of chair

17. The chair, on advice from the director, has particular responsibility for providing leadership on adherence to this code of conduct including leading any necessary assessment of the behaviour of individual Trustees in respect of their adherence to this code of conduct.

Sanctions

18. The board of Trustees is responsible for reviewing any sanctions including the withdrawal of Trusteeship from any Trustee found to be in breach of this code of conduct. Any appeal against a sanction, including withdrawal of Trusteeship, must be made in writing to the chair of the board within 28 days of the sanction being imposed and notified, and will be considered by the next meeting of Trustees, with ruling to uphold or overturn the decision of the board of Trustees being made on a vote.