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Date: 2 June 2008

Dear New Trustee

Global Mapaid - 1124301

Your organisation is now registered as a charity. Thank you for volunteering to be one of its trustees. Please take time to read the enclosed leaflet. It introduces you to some issues you need to know about and tells you about the support that is available to you.

Together with your fellow trustees, you have overall responsibility for your charity. Before you do anything else, if you have not already done so, I suggest you read your charity's governing document. This will set out your charity's aims and how it runs.

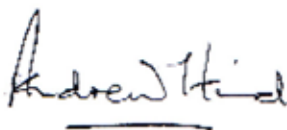
You will bring your own particular skills and experience to the work of the charity. You can also make use of the expertise and know-how of your fellow trustees and, if you have them, of professional staff. They will help you to define and develop the work of the charity, and your and their role in the organisation. They may be able to help with other areas that you need to be familiar with, including finances, management of people and resources and the legal requirements that the charity needs to observe.

You might find it helpful to make an induction plan identifying and prioritising what you need to do to familiarise yourself with your new role.

You do not need to be a financial or legal expert to run your charity, but you will need to consider carefully when to take specialist advice. While risk of personal liability is small, you are more likely to be at risk if your charity suffers a loss because you didn't take specialist advice when you should have done.

Finally, congratulations on becoming a trustee. I wish you every success. The job of charity trustee can be hard work and involve a great deal of time and responsibility. But I am sure that you, like thousands of others, will find it fulfilling and worthwhile.

Yours faithfully



Andrew Hind
Chief Executive

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Whilst we appreciate that many of the new trustees we are contacting have actually been trustees for some time, we still believe however, the information contained within this letter is important.

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