

## TRUSTEE NOMINATIONS 2020

Nominations are being invited for new members of the Board of Trustees of Scotland's International Development Alliance (the Alliance). If you are interested in standing or want to nominate someone, please fill in the nomination form at the end of this briefing. Trustees should be a member, staff member or trustee of an organisational member of the Alliance. Only current organisational members may nominate Trustees. Please feel free to contact Simon Anderson, Chair of Board, on [chair@intdevalliance.scot](mailto:chair@intdevalliance.scot) for more information on Scotland's International Development Alliance Board membership.

## TRUSTEE RESPONSIBILITIES & DUTIES

### Overall Purpose

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the governing documents, legal and regulatory guidelines. The Board meets four times per year and some board members also sit on sub-committees for Finance, HR/Safeguarding, Policy and Membership.

### Main Responsibilities

- To ensure that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisation's governing documents, continually striving for best practice in governance.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.
- To take appropriate professional advice in all matters where there may be material risk to the charity, or where the Trustees may be in breach of their duties. This course of action will ensure the obligation to exercise their duty of care.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.
- To avoid any personal conflict of interest.

### Main Duties

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing documents and in furtherance of organisational activities.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to maintain its relevance to society.

- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisation's objects, and investment activities meet accepted standards and policies.
- Interviewing, appointing and monitoring the work and activities of the senior paid staff.
- Ensuring the effective and efficient administration of the charity and its resources, striving for best practice in good governance.
- Acting as a counter-signatory on charity cheques and any applications for funds, if appropriate.
- To maintain absolute confidentiality about all sensitive/confidential information received in the course of Trustee's responsibilities to the charity.

### **Accountability**

As the Board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: members, service users, funders, OSCR, and Companies House.

### **Time commitment**

- Over the course of a calendar year, Trustees are expected to attend at least three out of the four board meetings, as well as the board away day.
- If they sit on any of the board's subcommittees, they will be invited to attend quarterly meetings of the relevant subcommittee/s as well. Board members would be expected to attend a minimum of 75% of meetings of any sub-committees they sign up to, in addition to the board meetings and away day.

## TRUSTEE NOMINATION FORM

For election to the Alliance Board of Trustees on 2<sup>nd</sup> December 2020

**Absolute deadline for nominations is 12 noon on Wednesday 11th November 2020**

|                               |  |
|-------------------------------|--|
| Name of Nominated Individual: | <b>Yukara (Kara) Weekes</b>                |
| Contact email:                | <i>Deleted for data protection reasons</i> |

In no more than 200 words, please outline the Nominated Individual's suitability for election as a Trustee to Scotland's International Development Alliance Board (*this statement will be circulated to Members of Scotland's International Development Alliance prior to the AGM*):

While the Alliance Board is currently gender balanced with a wealth of experience from various sectors and specialisms, there is a clear omission of youth representation that, as a young development professional, I can rectify.

With my experience in preparing communications strategies, as a recent employee of the Alliance, and as a current employee of a member organisation, I am well positioned to support the overall direction, strategic planning and development of the Charity. Moreover my experience in climate change education and, increasing, disability inclusion, makes me of particular use in the organisation's work on Climate Justice and PCSD.

In terms of financial management and ensuring the charity's expenditures are in line with the organisation's objectives, a large part of my day job is spent ensuring that, for the projects I support, expenditure is in line with project objectives and targets.

I would be a particular asset on the Membership Sub-committee. During my time as an Alliance staff member, I supported the Membership Services Manager in recruiting two individual and two organisational members. Moreover, having worked in social enterprise, I believe the private sector has a role to play in development, and if I were to be elected, I would be interested in reviewing how our Effectiveness & Learning Programme caters to alternative development models.

I confirm that I am willing to act as an Elected Trustee of Scotland's International Development Alliance:



11/11/2020

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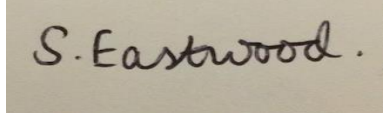
**Signature (Nominated Individual)**

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**Date**

Nominated by\*:

*\*The Nominated Individual must be nominated by at least two Member Organisations of Scotland's International Development Alliance*

|              |   |              |   |
|--------------|---|--------------|---|
| Signature    |  | Signature    |  |
| Name         | Stuart Brown  | Name         | Sophie Eastwood   |
| Organisation | Scotland Malawi Partnership   | Organisation | 2050 Climate Group  |
| Job Title    | Deputy CEO  | Job Title    | Development and Operations Manager  |
| Date         | 09/11/2020  | Date         | 11/11/2020  |

Please return this form by **12 noon on Wednesday 11th November 2020** to [chair@intdevalliance.scot](mailto:chair@intdevalliance.scot)

**If you have any questions: please call Scotland's International Development Alliance on 0131 281 0897 or email [chair@intdevalliance.scot](mailto:chair@intdevalliance.scot)**