

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 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 2nd December 2020
Absolute deadline for nominations is 12 noon on Wednesday 11th November 2020

Name of Nominated
Individual:

Jon Novakovic

Contact email:

Removed for data protection reasons

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*):

I am very pleased to put my name forward as a potential Trustee to Scotland's International Development Alliance (IDA) Board.

I can bring broad, relevant experience. Prior to moving into international development, I worked in public relations and stakeholder management, leading public-facing projects and building the reputations of major organisations.

Having worked inside Government Ministers' offices in Australia, I have experience in the taking and application of professional advice as it relates to public bodies, and to creating and pursuing policy recommendations.

I have worked for Mercy Corps Europe since 2017. In my current role, I oversee seven teams of analysts working in the most complex contexts. It allows me to talk authoritatively on matters important to policy and decision makers, and engage with peers.

It is uncanny how often one meets people in the sector across the world who have completed a portion of their education in Scotland. I would like to see Scotland better recognised for this, and to see more of that talent retained for Scottish organisations.

The travel that comes with my role would network building on behalf of the IDA, and facilitate reporting back on trends within the sector and within specific contexts.

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



10 November 2020

Signature (Nominated Individual) _____

Date _____

11 November 2020

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Nominated by*:

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

Signature	
Name	Mark O'Donnell
Organisation	Inclusive Development Consulting Ltd
Job Title	Consultant
Date	11 November 2020

Signature	
Name	Geraldine Hill
Organisation	SCIAF
Job Title	Advocacy Manager
Date	11.11.2020

Please return this form by **12 noon on Wednesday 11th November 2020** to chair@intdevalliance.scot

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