

NETWORK OF DOVES

JOB DESCRIPTION FOR TRUSTEES

Job title: Trustee of NETWORK OF DOVES

The duties of a trustee:

Primary duties:

1. Ensure that the papers of the speakers on Violence, conflict and development are up to standard
2. Ensure that the presenter is equally qualified to deliver topics on Violence, Conflict and development

Secondary duties¹:

1. To ensure that the organisation complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.
2. To ensure that the organisation pursues its objects as defined in its governing document.
3. . To ensure the organisation applies its resources exclusively in pursuance of its objects, i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are;

1 As laid down by the Charity Commission England and Wales

4. To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
5. To safeguard the good name and ethos of the organisation.
6. To ensure the effective and efficient administration of the organisation
7. To ensure the financial stability of the organisation.
8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
9. To appoint the director/chief executive officer and monitor his/her performance.
10. In addition to the above statutory duties, each trustee should use any specific skills, knowledge, or experience that he/she possesses to help the board to reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, and other issues in which the trustee has special expertise.

NETWORK OF DOVES MANAGEMENT COMMITTEE

JOB DESCRIPTIONS

Person specification

A person specification sets out the qualities, skills and experience needed to fill a particular role. All trustees need certain qualities such as integrity and commitment however, not every trustee will have the full range of skills and experience ideally required by a board.

Each trustee must have:

- a reasonable understanding of Violence, Conflict and Development,
- a willingness to devote the necessary time and effort,
- strategic vision,
- good, independent judgement,
- an ability to think creatively,
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship,
- an ability to work effectively as a member of a team,
- Nolan's seven principles of public life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The board of trustees will need skills and experience in the following areas:

- setting targets, monitoring and evaluating performance and programmes,
- financial management,
- the type of work being done by the organisation,
- legal matters,

- fundraising.

Depending on the size of the charity and nature of its work, the following may also be needed:

- recruitment and personnel management
- public relations
- marketing
- information technology
- campaigning

This Trustee position is open to:

- **Candidates with a reasonable understanding of violence conflict**
- **Candidates with a MSc in 'Violence, Conflict and Development'**
- **Candidates with a MSc in any relevant discipline in the area of violence conflict.**
- **PhD holders in any relevant discipline.**
- **PhD candidates in any relevant subject area.**

How to apply:

Kindly send me a copy of your CV and covering letter to:

Monsuru Daranijo Msc Violence, Conflict and Development (SOAS 2004 – 2007)

Email: daranijo_t@yahoo.co.uk.

Thank you.

NETWORK OF DOVE MANAGEMENT COMMITTEE JOB DESCRIPTIONS

NETWORK OF DOVES

MANAGEMENT COMMITTEE MEMBERS' AGREEMENT

I, the undersigned, certify that;

- I am willing to act as a Management Committee member of NETWORK OF DOVES
- I am not disqualified as a Charity Trustee.

I understand the responsibilities involved as a member of the Management Committee of NETWORK OF DOVES and I will administer the Charity in accordance with the guidelines set out in the guidance issued by the Charity Commission.

Signature_____ Date_

Full Name (in block capitals)

Full private address

Occupation:

NETWORK OF DOVES
TRUSTEE DECLARATION

I declare that:

- I am overage 18.

- I am not undischarged bankrupt I have not previously been removed from trusteeship of a charity by a Court or the Charity Commissioners.

- I am not under a disqualification order under the Company Directors' Disqualification Act 1986.

- I am, 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 NETWORK OF DOVES in good faith and in accordance with the law and within NETWORK OF DOVES 's objectives/mission.

- I do not have any financial interests in conflict with those of NETWORK OF DOVES (either in person or through family or business connections) except those which I have formally notified in a conflict of interest statement. I will specifically notify any such interests 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.

Signed.....

Date ,

Name of Trustee.

NETWORK OF DOVES (NOD)

TRUSTEE DECLARATION

I declare that:

- I am over age 18.
- I am not undischarged bankrupt I have not previously been removed from trusteeship of a charity by a Court or the Charity Commissioners.
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986.
- I am, 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 NOD in good faith and in accordance with the law and within NOD's objectives/mission.
- I do not have any financial interests in conflict with those of NOD; (either in person or through family or business connections) except those which I have formally notified in a conflict of interest statement. I will specifically notify any such interests 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.

Signed.....

Date ,