

# Amnesty International United Kingdom Section

## ROLE DESCRIPTION:

MEMBER OF AMNESTY INTERNATIONAL UNITED KINGDOM (AIUK) SECTION BOARD

### OVERALL PURPOSE OF THE ROLE

To serve as a member of the Board ensuring that AIUK achieves its Vision, Mission, Role and Strategy.

*The Board holds fiduciary responsibility for the organisation and safeguards its good name and values. Members of the Board are legally defined as Company Directors.*

### GENERAL RESPONSIBILITIES

To work with AIUK's senior management to provide leadership and governance to the AIUK Section

- Ensuring AIUK sets priorities and strategies that are consistent with those set by Amnesty International's global movement and take into account the views of AIUK's membership
- Monitoring the implementation of these strategies and holding the senior management accountable for the implementation of operational plans and running of an effective and efficient administration.
- Ensuring compliance with legal, statutory and regulatory responsibilities and in particular, complying with sections 170-177 of the Companies Act 2006
- Ensuring all parts of the Section act within the constraints of its constitution
- Ensuring that AIUK's governance is at the highest possible standard
- Guarding the long-term future of AIUK, holding it and its assets in trust for the benefit of current and future beneficiaries, ensuring resources are applied in pursuance of AIUK's objects
- Being responsible for AIUK and its culture
- With support and advice from Board Subcommittees, to:
  - Review and approve financial strategies and monitor income and expenditure, to ensure the Section is in good financial health
  - Manage risk (including legal, security, reputational) and determine risk appetite
  - Ensure AIUK maximises the health, growth and human rights impact of the Section's activism

- Ensure AIUK members are aware of key developments in the global movement, and that members' voices are heard and taken into account
  - Ensure AIUK participates fully in the development of Amnesty International's global decisions that establish its future direction
  - Ensure staff, volunteers and members are properly supported and to make full use of their skills and abilities in achieving the AIUK Section's goals
- Establish gender and other diversity goals and monitor their achievement
  - Monitor the human resources and organisational development strategies and their implementation
  - To demonstrate a commitment to AIUK's Equality and Diversity Policy
  - Together with the AGM Chair and Standing Orders Committee, ensure the AGM fulfils its objectives and responsibilities
  - To help the Chair, Vice Chair and Treasurer to supervise the Director by participating in the Director's annual objective setting and performance assessment

#### • NATURE OF THE ROLE

- The position is a voluntary one. Expenses (travel, childminding and any necessary accommodation or subsistence) will be paid in accordance with the AIUK Expenses Policy. The post does require a time commitment of 20 to 25 days per year, fulfilling these responsibilities:
- Attendance at approximately five Board meetings throughout the year (usually held on a Saturday at the AIUK London office in Shoreditch).
- Attendance at AIUK's Annual General Meetings (held in April, various locations)
- Membership of a Board Subcommittee, which entails attendance at approximately four additional meetings throughout the year, also held in the London offices
- Attendance at Local group/Student Network and Regional Meetings, acting as a Board representative
- Attendance at public meetings and other activist events, acting as a Board representative
- Some preparatory work and discussions outside these meetings likely to amount to up to a day between meetings
- Additional governance development and project work as required
- If required, attendance at the annual Global Assembly.

**PERSON SPECIFICATION**

<b>ESSENTIAL CRITERIA</b>	
<b>Experience</b>	Instigating, organising, leading or participating in actions to achieve change Communicating leadership decisions to diverse audiences
<i>Either:</i>	Developing policy, working with/influencing decision-makers/opinion formers
<i>Or:</i>	Developing, implementing and monitoring an organisational strategy and active engagement in strategic thinking and planning
<b>Skills</b>	Demonstrating a commitment to AIUK
	Willingness, ability and energy to devote the necessary time and effort to the
	Good judgement
	Ability to work with others as part of a team
	Listening
	Ability to express oneself clearly – orally and in writing
	Ability to understand and analyse complex information
	Problem solving
	Ability to think strategically without becoming too involved in detail
	Persuading and influencing
	Flexibility and adaptability
	Decision making
	Numeracy and understanding of financial statements
	Independent-minded
	Ability to accept collective responsibilities
<b>Knowledge</b>	AI's Vision, Mission, Core Values and history
	Approaches, methods and techniques used for evaluation
	How different government agencies interact with NGOs such as AI, what other human rights NGOs are doing, and how they go about formulating their policies and campaign priorities
	Understanding and acceptance of the role of governance and ability to fulfil responsibilities as a Board member, and the NCVO Good Governance standards, including transparency and accountability
	The difference between governance and operational work
<b>DESIRABLE (additional criteria needed across the Board as a whole)</b>	
<b>Experience</b>	Membership of other UK civil society/grassroots movements and activism
	Human resources leadership and management
	Organisational management and development
	Governance and executive-level recruitment and development
	Impact evaluation, monitoring and learning
	Employee of a voluntary organisation
	Expertise in human rights and international law
	Developing and implementing strategies, business and operational plans
	Financial management at a senior level, which may include relevant professional qualifications
	Working at a senior level in human resources, including consultancy work and holding professional qualifications
	Developing and delivering fundraising programmes, or other income generation, especially for a voluntary organisation
	Developing and delivering marketing, communication and PR strategies, including market research or brand development

	Developing and implementing strategies for increasing equality and diversity in organisations or groups, especially gender mainstreaming
	Trustee, Board or Committee member of an organisation(s) in the voluntary, private or public sector, other than AIUK
	Substantial activism experience within AIUK, both as a 'front-line' campaigner and supporting other members to organise campaigns
	Internal communications within a large organisation or company
	Risk management and auditing
	Commercial experience
	General management in an organisation of a similar size to AIUK
<b>Skills</b>	Digital communications and new media
	Information Technology and data management
	Creative thinking
	Public speaking
<b>Knowledge</b>	The role and contribution of AIUK to the international movement
	The role and diversity of AIUK activists and their work
	The law, including company, property, and charity law, and the particular legal obligations of company directors.
	The regulatory environment for the charitable, NGO and voluntary sectors (e.g. the Charity Commissioner's requirements, NCVO standards)
	Group dynamics and group development; organisational psychology
	Delivering organisational objectives through working in partnerships and
	Health and Safety policy and legislation