

Job Description



Title: Board Member, Fair Trade Wales

Purpose: To participate in the activities of the board of Fair Trade Wales which sets the strategic direction for the organisation and provides guidance to a small staff team on the objectives they are expected to meet. To support the Chair in dealings with funders and other key contacts.

Location: Home base with travel to Board meetings approx. 4 times a year with teleconference discussions between meetings.

Reward: This is an unpaid position but reasonable expenses consistent with practice in the voluntary/public sector are available.

Time Commitment: Flexible but attendance at Board meetings is required together with response to e-mail communications. Other representative duties may be required from time to time. Total time is unlikely to be more than one to two days per month.

Organisation background: Fair Trade Wales is a Company Limited by Guarantee and not having share capital (not for profit).

The Board provides overall strategic direction for the organisation which is managed on a day to day basis by a paid National Co-ordinator who, with the board's guidance, prepares forward business/activity plans.

The majority of the organisation's funding is derived from a Welsh Government grant. This grant is administered through the Hub Cymru Africa partnership, of which Fair Trade Wales is a member. Other partners are the Welsh Centre for International Affairs (lead partner and host), Sub-Saharan Advisory Panel and Wales for Africa Health Links Network.

While not subject formally to the code of practice for public appointments the organisation aspires to meet best practice in this area and to apply appropriate rigour in financial management.

Key relationships

- Chair and other Board members
- National Co-ordinator/staff members
- Head of Partnership, Hub Cymru Africa
- Hub Cymru Africa organisations' board members and staff
- The voluntary Fair Trade community in Wales

Key Roles and Responsibilities

- To participate in discussions which enable the Board to develop strategic direction for the organisation
- Represent Fair Trade Wales at appropriate meetings and official functions

- Act as an ambassador for Fair Trade in Wales
- Help the Chair to ensure that the organisation conducts its business affairs in a disciplined and efficient manner

Person Specification

We want our board to be diverse and representative of Wales as a whole. As well as seasoned professionals we would like to recruit younger people and those without professional backgrounds.

We need our Board Members to have:

- An interest in and support for Fair Trade.
- The ability to participate in discussion about how to promote Fair Trade in Wales and how to develop the work of Fair Trade Wales.
- A willingness to contribute energy, time and enthusiasm to support the organisation.