

## Gender and Development Network (GADN) Board Co-Chair role description

The Co-Chairs of the GADN Board share responsibility for providing leadership to the Board and network and for chairing the meetings of the Board. One Co-Chair then leads on line management of the Director while this vacant post will lead on Board Coordination and Development.

### **Roles and responsibilities of the Co-Chairs**

The Co-Chairs will jointly:

- Provide vision and leadership to the Board, staff and network in line with GADN's charitable objectives
- Ensure that the Board fulfils its statutory and regulatory responsibilities (along with the Treasurer)
- Together with the Secretariat, set board meeting agendas and schedules
- Alternate chairing quarterly board meetings including coordinating papers and approving minutes
- Ensure the Board makes clear decisions on strategy, policy and risk exposure
- Monitor the implementation of Board decisions
- Ensure accountability to GADN members
- Represent GADN when appropriate

### **Co-Chair: Board Coordination and Development leads on:**

- Recruitment and induction of Trustees, including prioritising diversity
- Ensuring Board members contribute fully and are happy with the way the Board functions
- Ensuring that all the Board sub groups/leads are clear on their remit and function well

### **Co-Chair: Line Management Director/Secretariat oversight leads on:**

- Holding the Secretariat accountable
- Line managing the Director and conducting the Director's annual appraisal
- Leading the HR/remuneration working group

### **Person Specification**

#### **1. Commitment and understanding**

- Demonstrable commitment to the vision, mission, aims and values of GADN
- Demonstrable understanding of women's and girls' rights, gender equality, intersectional feminism and development
- A good understanding of the social, economic and political context in which GADN operates and a willingness to further develop this understanding

## **2. Skills and attributes**

- Proven feminist leadership skills
- Strategic thinker
- Good facilitation skills, as well as an ability to influence and achieve consensus
- Ability to act impartially and without bias
- Open to sharing the co-chair role and collaborating in ways that facilitate equitable power sharing
- Tact and diplomacy
- Numeracy and the ability to understand budgets
- Understanding and acceptance of the legal duties, governance responsibilities and liabilities of Trusteeship
- Demonstrate personal integrity and accountability
- Good interpersonal skills with the ability to establish good working relationships with people from diverse backgrounds
- The ability to provide supervision and guidance to the Director and to work collaboratively in developing and implementing the strategy and monitoring performance of the organisation
- Strong communications skills both verbally and written

## **3. Experience and knowledge:**

Relevant experience in

- Senior management
- Previous experience as a trustee
- Working in a GADN member organisation

Experience is also desirable in at least one or two of the following areas:

- Promoting women's rights and gender equality
- Anti-racism and decolonisation
- Finance
- Organisational development
- Human Resource management
- Fundraising
- Charity law
- Working with membership-based networks

## **4. Time commitments:**

- Attendance at 4 Board meetings per year, held in London; in person attendance is strongly preferred (GADN is able to reimburse pre-agreed travel costs for trustees based outside London, within the UK)
- Reading papers and preparation for meetings (estimated 2 hours preparation per meeting)
- Responding to correspondence in between meetings
- Monthly catch up in person or virtually with the Co-Chair
- Occasionally to prepare a paper or report back to the Board meeting once a quarter
- Either - to be available to the Director for monthly 1 to 1 meetings, half year reviews and annual appraisals and some ad-hoc requests (estimated 3 days per quarter or approximately 1-2 hours / week) - or to have review meetings with other Trustees.

## **Procedures**

Article 8 of GADN's Articles of Association states that 'The Trustees may appoint from among their number a Chair of the Trustees and a Treasurer for such term of office as they determine and may at any time remove a person so appointed from office'. Co-Chairs are selected by the Trustees.

1. Applications for the role of Co-Chair are open to existing Trustees.
2. Co-Chairs serve for a period of 2 years, which can be renewed for an additional 2 years with the approval of the Board.
3. A maximum of two terms can be served.
4. Time served as a Trustee prior to becoming Co-Chair does not count towards the term limit.
5. Co-Chairs are on the Board in an individual, rather than organisational, capacity (as are trustees)
6. The Co-Chair is required to declare to the Board of Trustees immediately any links with the auditors, suppliers, contractors, staff or any other body that has dealings with GADN.
7. The Co-Chairs are accountable to the Board of Trustees.
8. In carrying out these responsibilities the Co-Chair will have the support of the Secretariat and access to ActionAid UK's HR department.