



TRUSTEE RECRUITMENT PACK

Welcome

Thank you for your interest in becoming a Deki Trustee. This pack contains an overview of the role and information about how to apply.

About Us

Deki is a small Bristol-based international development charity working in Togo, West Africa. Deki's vision is for a world of opportunity, not poverty, and our mission is to empower rural communities to build resilience to extreme poverty and climate change.

We have developed a holistic approach through our five scalable programmes which specifically address the needs of these communities, tackling some of the key causes of poverty, and ensuring long-lasting, sustainable change. Focusing on supporting rural livelihoods, increasing economic inclusion, raising awareness of gender equality, and empowering female entrepreneurs, our programmes run alongside a tailor-made training programme, and increased access to financial support, affordable healthcare, clean cookstoves and safe drinking water for tens of thousands of people.

Our Trustees

We are recruiting 2 new trustees to begin serving on the Board from early 2024.

Our trustees are committed to our vision and mission to work in true partnership with national organisations on the ground in Togo. Despite facing the challenges of many charities working in international development over the past few years, Deki has succeeded in growing both the scale and impact of its partnership programmes in Togo. This has been by building the capacity of the lead Togo partner IADES, successfully bringing onboard UK funding partners and through creative solution development. The Deki UK team is small, and our trustees consequently are deeply involved in providing advice and ideas.

The Board is currently comprised of 6 trustees with a wide range of experience and expertise.

We would like our new trustees to focus on Finance and Marketing. The Finance role will support our Chair of the Audit & Risk Committee and work closely with the CEO on financial targets and progress in achieving them. Our new Marketing focused trustee will Chair the Business Development Advisory Group and support the CEO in delivering our Business Development Strategy.

Time Commitment

Board Meetings: There are 4 scheduled meetings each year, usually held mid-morning and lasting 2 to 2.5 hours. Each meeting will have associated reading and preparation work. Meetings are usually held remotely on Zoom.

Annual Strategy Meeting: This is usually a full day and held in person in central Bristol.

Committee/Advisory Group Meetings: All trustees will Chair or sit on one of the board committee/advisory groups – the Audit & Risk Committees, Programmes Advisory Group and Business Development Advisory Group. These usually meet up to 4 times each year and are scheduled to fit trustee availability.

Board members will also need to be available to approve decisions electronically between meetings if required.

Rewards

This is an unpaid volunteer role but all reasonable out of pocket expenses such as travel to meetings will be reimbursed.

We hope that trustees will regard the role as an excellent opportunity to develop their own skills and experience. As well as applying their knowledge and experience to some of the major Sustainable Development Goals.

Interview & Application Process

Shortlisted candidates will be invited to a face-to-face interview in Bristol. The planned dates for interview are **Monday 5th and Tuesday 6th February 2023**.

Please let us know any restrictions on your availability for interview by email to: holly@deki.org.uk

The deadline for applications is **12.00pm (noon) on Monday 15th January 2024**.

For an informal discussion, contact Vashti Seth, Chief Executive at vashti@deki.org.uk

Please use the subject line – **Trustee [Your Name]**

Trustee Role Description

Main purpose of the role

Our trustees play a vital role in supporting Deki to achieve its core purpose. They oversee the overall management and administration of the Charity. They also ensure that Deki has a clear strategy and that our work and goals are in line with our vision. They support and challenge the executive team to develop the solutions that enables Deki and its partners to deliver our mission.

Main duties and responsibilities

Trustees will:

1. Ensure that Deki pursues its stated purpose as defined in its governing document, by developing and agreeing a long-term strategy.
2. Take shared responsibility for the development and approval of programmes, policies and procedures that enable Deki to deliver the right activities to meet its purpose.
3. Support and provide advice to the CEO on goals and activities.
4. Discuss and approve any changes to the mission and purpose of Deki that they feel may be required.
5. Approve the long-term financial strategy.
6. Approve operational strategies and monitor and evaluate their implementation.
7. Review and approve Deki's financial statements.
8. Oversee Deki's financial plans and budgets and monitor and evaluate progress.
9. Ensure the effective and efficient administration of the organisation.
10. Ensure that risks are identified, monitored and effectively controlled.
11. Provide support and challenge to Deki's CEO in the exercise of their delegated authority.
12. Evaluate Deki's performance on an ongoing basis against its strategic plan and approve adjustments in response to changes in the operating environment.
13. Ensure the well-being of staff and the capacity of Deki to deliver its mission.
14. Attend Board meetings and committee/advisory groups and prepare adequately to contribute effectively.
15. Be active members of at least one Board committee/advisory group.
16. Use independent judgement, acting legally and in good faith to promote and protect Deki's interests.
17. Confirm the appointment of the external auditors and endorse their continued employment on an annual basis.
18. Interpret and rule on the Articles of Association as required.
19. Contribute to the broader promotion of Deki's objects, aims and reputation by applying their skills, expertise, knowledge and contacts.
20. Approve and monitor Deki's strategic partnerships in the UK and Togo.

In addition,

the Marketing Trustee will:

21. Chair the Business Development Advisory Group.
22. Support the CEO to develop Deki's Business Development Strategy and evaluate the effectiveness of its implementation.

the Finance Trustee will:

23. Support the Chair of the Audit & Risk Committee.
24. Support the CEO to monitor financial goals and targets.

Person Specification - This section describes the qualities anticipated for the role.

Requirements	Essential (E) or Desirable (D)
Enthusiasm for and commitment to Deki's vision and mission.	E
An understanding of business management. Comfortable reading and understanding financial information.	E
A willingness and ability to devote the necessary time and effort to attend board and other meetings, including preparing and reading for those meetings.	E
A willingness to speak their mind and contribute.	E
Excellent communication and interpersonal skills.	E
Strategic and analytical ability and good independent judgment.	E
Ability to think creatively and to identify potential solutions to Deki's strategic challenges.	
An understanding and acceptance of the role of a Charity's Board of Trustees (including the legal duties, responsibilities and liabilities of Trusteeship) and to act in the best interests of the organisation.	E
A commitment to act in accordance with the Nolan Principles for Ethical Conduct in Public Service and to Deki's values.	E
Understanding of and commitment to equity, diversity and inclusion.	E
Experience of marketing and communications.	E Marketing Trustee only
Experience of financial management.	E Finance Trustee only
Experience of working with partners in the global South.	D
Experience or knowledge of board or charity governance.	D
Experience of business development.	D