

Background Information

Harm Reduction International is an international, not-for-profit NGO. It is a charitable company limited by guarantee, meaning it is incorporated and registered with the UK Charity Commission (Charity Number – 1117375) and at Companies House (Company number – 3223265).

Harm Reduction International is an influential global source of research and analysis for UN agencies, governments, multilateral institutions, civil society and networks of people who use drugs, and is an NGO in Special Consultative Status with the Economic and Social Council of the United Nations.

Our four areas of expertise occupy the unique intersection of public health, human rights and drug policy, and set our work apart – see more about our work [here](#).

Harm Reduction International Vision: Our vision is a world in which individuals and communities benefit from drug policies, practices and laws that promote health, dignity and human rights.

Harm Reduction International Mission: Harm Reduction International works to reduce drug-related harms by promoting evidence-based public health policy and practices, and human rights-based approaches to harm reduction through an integrated programme of research, analysis, advocacy and partnerships.

We define harm reduction as referring to the policies, programmes and practices that aim primarily to reduce the adverse health, social and economic consequences of the use of legal and illegal psychoactive drugs without necessarily reducing drug consumption. Harm reduction benefits people who use drugs, their families and the community.

Harm Reduction International is governed by a Board of Directors/Trustees, there are currently seven sitting Trustees. Harm Reduction International follows a Foundations Model of governance, in which the directors are also the members of the organisation. Board appointments are made by resolution of the Board itself.

Trustee – Key Details

Remuneration: The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Term: Trustees serve a three-year term, eligible for re-appointment for one additional term.

The UK Charity Commission provides the **six primary duties of a trustee** are:

1. To ensure your charity is carrying out its purposes for the public benefit
2. To comply with your charity's governing documents and the law
3. To act in your charity's best interests
4. To manage your charity's resources responsibly
5. To act with reasonable care and skill
6. To ensure your charity is accountable

<https://www.gov.uk/government/organisations/charity-commission>

Trustee - Role Description

- Ensure that the charity has a clear vision, mission and strategic direction, and pursues its objectives as defined in its governing documents.
- Ensure the charity applies its resources exclusively in pursuance of its objectives.
- Ensure the charity complies with its governing documents.
- Contribute actively to the Board's role in giving strategic direction to the charity, setting overall policy, defining goals and setting targets, and evaluating performance against targets as appropriate/required.
- Ensure the effective and efficient administration of the charity.
- Ensure the financial stability of the charity.
- Act as guardian of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Appoint the Executive Director and monitor her performance (in accordance with UK law).
- Safeguard the good name of the charity, and its organisational behaviour; ensuring that the charity complies with all legal/regulatory requirements.
- Maintain the sensitive or confidential information of the charity.
- Ensure that the charity's governance is of the highest possible standard.
- Apply unique experience and skills to the needs of the charity, as needed.

Treasurer – Key Details

The Treasurer is appointed as set out in the charity's governing documents (see Governance and Reporting tab [here](#)). The Treasurer takes on these tasks in addition to his/her role as trustee and the six key duties of trustees. The Treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.

Harm Reduction International undergoes annual independent audit and submits annual financial accounts as required under company law in England and Wales. Accounts are currently prepared by Kreston Reeves.

The Treasurer oversees the financial matters of the charity in line with best practice and in accordance with the governing documents and legal requirements, and reports to the Board twice per year about the financial health of the charity.

Treasurer - Role Description

Time commitment: Two in-person Board meetings in London per year (1.5 days per meeting, in East London)
Four (one-hour) Executive Committee calls per year (calls set by the Board Work Plan 2020-21)

- Liaise with the Executive Director and Finance Manager to ensure that appropriate accounting procedures and controls are in place and followed.
- Oversee and present budgets, accounts, financial statements and financial reports to the Board.
- Ensure that the financial resources of the charity meet its present and future needs and are within the charities objectives.
- Support the Executive Director and Finance Manager to develop and implement appropriate financial and reserves policies.

The above list of duties is indicative only. The Treasurer will be requested to provide support with additional tasks from time to time.