

Trustee role summary

Book Aid International is the UK's leading book donation and library development charity. We work in over 25 countries, bringing the gift of reading to millions of people who would otherwise have no access to books. In 2019 we sent 1,211,423 books to over 130 organisations around the world and raised over £2 million to fund our work, entirely from voluntary income.

We are looking to appoint a number of new trustees to join our Board.

The role of trustee

Book Aid International's Board of Trustees share ultimate responsibility for governing the charity and directing how it is managed and run.

As a member of the Board of Trustees you will help set the strategic aims, objectives and direction of the charity. The skills and knowledge you bring will enhance the Board and support Book Aid International in achieving its charitable objectives.

Key accountabilities

- Set and maintain the vision, mission and values of the charity
- Ensure the charity complies with charity law requirements and other laws that apply to the charity
- Ensure the charity's resources are responsibly managed
- Act in, and further, the charity's best interests.

Requirements

- Act as an ambassador for the charity and represent the interests of all stakeholders
- Actively participate in all board meetings and other trustee meetings as they arise
- Contribute to the effective performance of the board
- Support the executive team in managing the charity.

Skills and knowledge

- Fundraising knowledge (to meet a specific skills gaps)
- Demonstrate diplomacy and teamwork
- Contribute to decision making and creative thinking skills
- Knowledge of the international community / area in which Book Aid International works.

Term of Appointment

The period for which trustees are appointed is three years, with an option to serve two further terms by agreement of the Board.

Time commitment

Trustees attend four board meetings annually, with papers sent out ahead of the meetings.

There will be occasions when trustees are required to attend other planned meetings i.e. strategy planning meetings, committee meetings and events. Dates for such meetings will be circulated in good time.

To be considered for the role

To be considered for the role, please send your CV and a supporting statement outlining your suitability for the role to rebecca.deboo@bookaid.org (HR and Office Manager).

If you have any queries about the role, please do not hesitate to get in touch.

For further information about Book Aid International please visit our [website](http://www.bookaid.org)

Under the General Data Protection Regulation (GDPR) Book Aid International is committed to processing your data securely, lawfully and transparently. We will process the data on your CV and supporting statement for the purpose of application processing only, and, in line with data protection principles, we only keep your data for as long as we need it for and this will depend on whether or not you are successful in your application. For further information on how we will use your data please visit our privacy policy page on our website <https://bookaid.org/privacy/>