



Yachad Board Recruitment Pack

Letter from the Chair

Thank you for your interest in applying to join the Yachad Board.

Over the past three years it has been my privilege to Chair the Yachad Board and work alongside fellow board members and the Yachad professional team.

Yachad is a British Jewish organisation which empowers British Jews to support a political resolution to the Israel-Palestine conflict. It was founded in 2011 in response to a growing demand in our community for a more nuanced approach to Israel-Palestine. Over the past ten years Yachad has grown from a fledgling organisation into a well-known and well-respected organisation. Yachad is now part of the fabric of Israel-Palestine discourse in the UK within Jewish communal life in the UK, in parliamentary settings and with partner organisations on the ground in Israel.

Visits to the West Bank and East Jerusalem; diverse education about the conflict in youth movement, Jewish societies, and synagogue settings; and public discussions within the community about the need for more honest engagement with Israel all take place because of the success of Yachad.

Likewise, Yachad has become a trusted and key partner for many UK based decision makers and those advising on Israel-Palestine policy. We have built a network of parliamentary relationships over the past few years and are trusted as sensible advisors to MPs and policy makers across the political spectrum. Our partners in Israel rely on us to elevate their voices both within a community and parliamentary context in the UK - whether that is civil society activists or Members of Knesset. In return we make visible to them the large body of support for their work in our community.

Thanks to Yachad's hard work, the voice of all those who, whilst being committed to Israel, have difficult questions about the occupation, settlement activity and the policies of the Israeli government of the day, is heard both in our community and beyond. If Jewish community leaders and organisations want to claim they truly represent the British Jewish community at large, they need to represent the views of those who truly support a political resolution to the Israeli-Palestinian conflict and an end to occupation - Yachad supporters.

Over the past few months, we have put significant resources into the work that is required to ensure that the Yachad Board reflects the needs of the organisation in 2022. We have been developing our governance structures and identifying where we need more support. If you are interested in helping to shape the future of the organisation, I invite you to read on and to consider applying for one of the roles on our Board.

With best wishes



Simon Sadie
Chair, Yachad Board

What is Yachad?

Yachad is a British Jewish organisation which empowers British Jews to support a political resolution to the Israel Palestine conflict. Yachad was founded in 2011 in response to a growing demand in our community for a more nuanced approach to Israel-Palestine. Community members wanted a way to support Israel whilst also vocally supporting a resolution to the conflict and the creation of a viable Palestinian state. This included, at times, being able to speak critically of Israeli government policies that run contrary to these values.

Since 2011 Yachad has become a significant voice within the British-Jewish community. We are members of the Board of Deputies of British Jews, and work closely with a variety of communal bodies, as well as Jewish schools, student societies, youth movements and synagogues.

What do we do?

1. **Communal Engagement** - We provide a space to hear different perspectives from the region and critically engage with the situation on the ground. We work to ensure community organisations are more representative of the broad range of opinion that exists in relation to Israel and the conflict.
We recognise that young people are crucial in leading change. We want to ensure that their voices are heard, and that they have the tools and confidence to advocate for peace and justice.
2. **Public Affairs** - working with British parliamentarians, providing insight into different perspectives that exist in our community and advice on how to manage difficult conversations. We work to help build political support for robust British engagement with the conflict.
3. **Grassroots** - collaborating with partners in Israel and Palestine and ensuring their voices are heard in the UK, both within parliament and within the Jewish community. We work with Human Rights and peace building organisations, as well as Israeli politicians.

What do we stand for?

Israel plays a significant role in the Jewish identity of the majority of British Jews. Research shows that a substantial number of British Jews support a democratic Israel alongside a viable Palestinian state and oppose policies of occupation and settlement expansion. We aim to represent the views and opinions of these members of the community.

- We believe that a two-state solution will ensure a secure and democratic homeland for Jewish people, alongside a viable and sovereign Palestinian state.
- We oppose occupation and settlement expansion in the Occupied Palestinian Territories, and see these as a direct threat to a two state solution.
- We oppose all forms of racism, and are in favour in promoting constructive dialogue. We aim to tackle antisemitism and islamophobia in Israel-Palestine discussions.
- We oppose all forms of violence, and support the right to non-violent protest, even if at times we do not lend support to specific methods of non-violent protest.
- We believe in treating Israelis and Palestinians with dignity and humanity, and in respecting their histories, narratives and lived experiences.

What we are recruiting for

We are looking for new Board members to help shape Yachad's strategy and future direction. We need people that passionately believe that diaspora Jewry has an active role to play in building support for a political resolution to the Israeli-Palestinian conflict. In helping to shape Yachad's future, you are also helping to influence the future direction of our community, and how it relates to, and engages with Israel.

With the depth and reach of Yachad's work constantly growing, both within our community and within a UK parliamentary context, we are looking for committed supporters to join our board and help us think creatively about how we face the challenges of the future.

The Yachad board is comprised of Trustees of our charity as well as Directors of our company (Yachad Ltd). Yachad (the charity) is responsible for delivering all our educational work about the conflict. Yachad Ltd is responsible for the delivery of all work that does not meet our charitable objectives. Trustees of Yachad will make decisions as Board members that solely relate to the charity and Directors of Yachad Ltd will make decisions as Board members that solely relate to Yachad Ltd. There are a number of key positions in which the post holders are appointed as both charity trustees and company directors. We have a detailed guidance document which explains how we ensure a clear separation between our company and charity. Should your application to join our board be successful, you will be provided with clear guidance on your role as either a Trustee or Director.

What we need help with

We are looking to recruit up to 5 new board members and have identified two key roles we are recruiting for, as well as three additional areas of expertise we would ideally like Board members to have. **We will consider applications from interested individuals who do not hold these areas of expertise**, however it will stand in the favour of the applicant if they have demonstrable experience in one of these areas.

- 1) **Vice-Chair** - we are looking to recruit a Vice-Chair of the Yachad Board. The Vice-Chair will be appointed as both a Trustee of Yachad the charity and a Director of Yachad Ltd. The Vice-Chair's role is to support the Chair and to help lead the Yachad Board. For more details about the role please read the role description included in this pack.
- 2) **Treasurer** - we are looking to recruit a Treasurer to oversee the financial management of both the charity and the company. The Treasurer will be appointed as both a Trustee of Yachad the charity and a Director of Yachad Ltd. The Treasurer's primary role will be to support the organisation in ensuring sound financial management and acting as Chair of the Finance and Remuneration Committee. For more details about the role please read the role description included in this pack.
- 3) **Board member with fundraising experience** - we would like to appoint a trustee of Yachad (the charity) to join our board who has experience of fundraising either in a professional or voluntary capacity. To date, the overwhelming majority of fundraising has fallen to the professional team, and we would like to ensure the Board engages more fully with this aspect of our work. The post holder will be invited to play a key role on a newly created fundraising committee, as well as advise the Board and professional team on fundraising strategy.

- 4) **Board member with professional or academic expertise related to the conflict** - we would like to appoint a board member who could serve either as a Trustee of the charity or Director of the company who has a background - either professional, academic or lived experience - that means they have a level of expertise related to the conflict. This could take the form, for example, of legal expertise, or having spent significant time in the region and therefore an in depth understanding of the issues. The post holder would be able to advise both the professional team and the Board on issues that might impact on the organisation and how we might best respond
- 5) **Board member with a background in the UK political sphere** - we would like to appoint a member of the Yachad board who can serve as a director of Yachad Ltd who has a background in UK politics. As our parliamentary and political relationships continue to grow and develop, a board member with expertise in this area will be able to advise both the professional team and Yachad Board on how we can best navigate this arena.

What's the commitment?

Individuals who take on a role at the Yachad board are expected to have a broad commitment to the aims, objectives and key values of Yachad, and to display a public commitment to Yachad and what it stands for. Board members are also expected to fulfil the responsibilities and duties which are outlined in the *General Trustees and Director Role Description* which you can find in this pack.

Our Board members attend four ordinary Board meetings per year at quarterly intervals which will take place online or in person, and 1-2 away days per year that normally take place on Sundays, which may involve core supporters and staff members. In addition to serving on the Yachad Board, Board members are expected to serve on at least one committee or be involved in one organisational project on an annual basis.

Equally, Yachad board members should expect certain things from Yachad as an organisation; their time and expertise should be valued and respected by the organisation and its employees, and they should be provided with access to the necessary skills and training required to fulfil their duties.

For full details of Trustee and Director roles, and Vice-Chair and Treasurer roles, please see the role descriptions included in this pack.

A word about liability

You are not financially liable for Yachad - should either of our two legal entities, Yachad (charity) and Yachad Ltd (company), be wound up at any point, the maximum financial liability you would have is the total of £1. As a Trustee or Director of either Yachad or Yachad Ltd you are also covered by a trustee's and director's indemnity insurance policy, as is standard practice in many not-for-profit organisations.

Want to apply or know more?

If you are demonstrably committed to our values and feel that you have the skills that could help us in the key areas we are looking to develop, we would love to hear from you. Please email us an initial expression of interest to info@yachad.org.uk by Friday 11th February 2022. Once this date has passed, we will be in touch with interested candidates with details of a more formal application process. If you would like to have an informal conversation first, please email info@yachad.org.uk and either our Executive Director, Hannah Weisfeld, or Chair, Simon Sadie, will be in touch with you.

Structure of the Yachad Board

Make-up of the Board

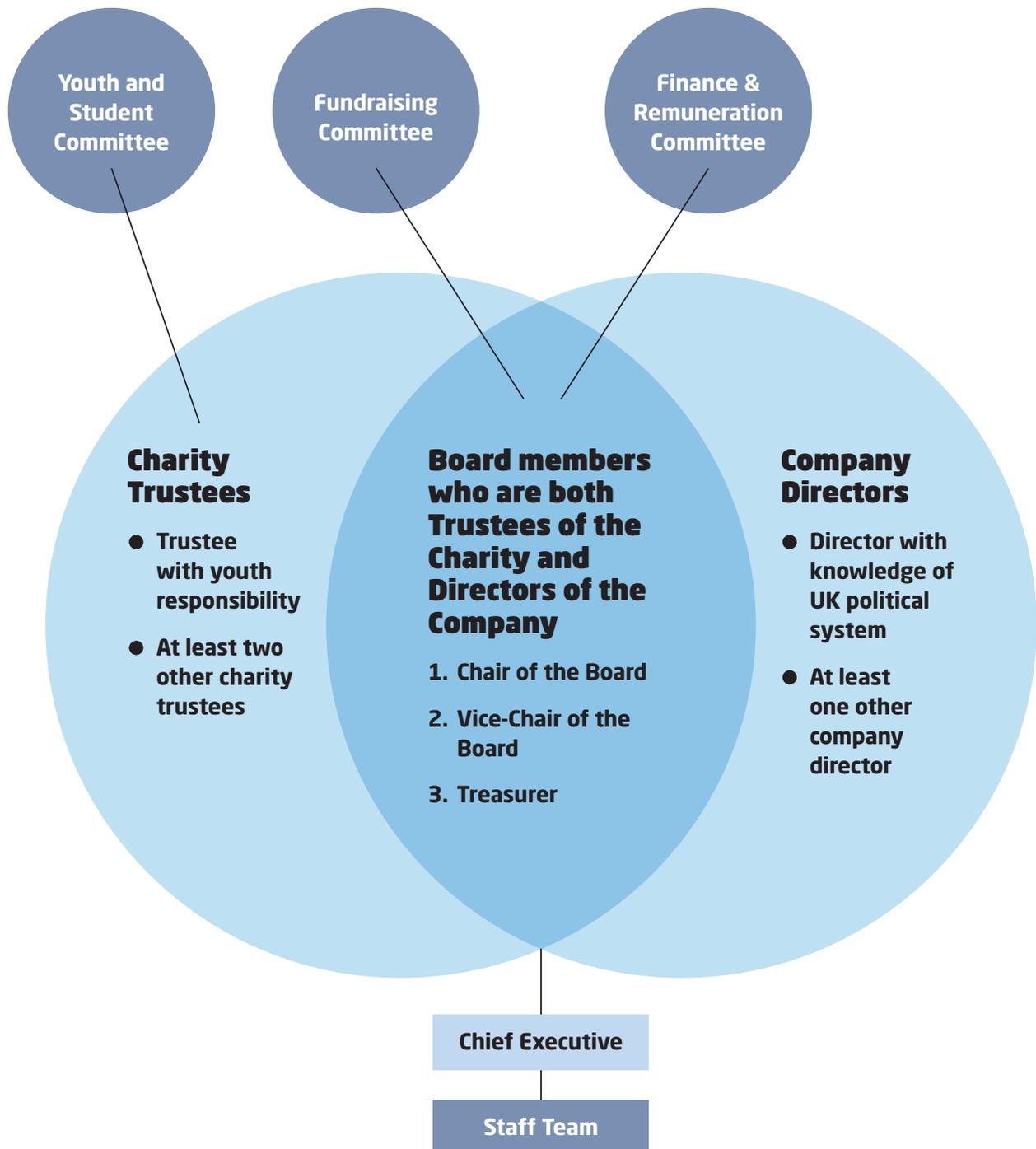
The Yachad Board is the governing body of Yachad. Yachad is made up of two distinct legal entities - Yachad the charity (charity registration no 1164566) and Yachad Ltd (company no 07638945). Members of the Board have distinct roles as either charity trustees or company directors. According to its constitution the charity must have a minimum of at least 3 trustees and a maximum of 12. The company's Articles of Association do not mandate a specific minimum or maximum number of directors (beyond a minimum of 1 director). We will always aim to have a minimum of 2 company directors and 3 charity trustees that serve solely in these roles. In addition, there will be at least a further three individuals - the Chair, Vice-Chair and Treasurer - who serve as both company directors and charity trustees. Board members will be made aware of their specific and distinct responsibilities as either company directors or charity trustees. The full list of roles/areas of expertise we hope to have on the board at any one time is as follows:

Role/area of expertise	Company Director	Charity Trustee
Chair	Yes	Yes
Vice-Chair	Yes	Yes
Treasurer	Yes	Yes
Youth representative	No	Yes
Political background/knowledge	Yes	No
Expertise in Israel Palestine	Either	Either
Fundraising experience	No	Yes
General Director Role	Yes	No
General Trustee Role	No	Yes

Minuting of Board meetings

In a Board meeting, specific agenda items that relate either specifically to governance of the company or the charity will be marked on the agenda and put either at the beginning or end of the meeting in order that only the relevant board members are involved in the decision that needs to be taken. These specific decisions will be minuted by the relevant entity. There may be decisions taken on a specific agenda item where two different decisions need to be made that relate independently to the company or the charity. These will be independently minuted. For further information that relates to the division between the Company and the Charity please see the *Charity and Company Guidance* document.

Structure of the Yachad Board



Purpose and role of the Yachad Board

The Yachad Board is comprised of the Trustees of Yachad (the charity) and the Directors of Yachad Ltd (the company). Whilst both the Trustees and Directors sit on the Board, decisions are taken on behalf of each organisation solely by the individuals legally responsible for doing so. Decisions that are taken are clearly minuted as either company or charity decisions. For further information about the separation between the company and charity, please refer to our *Charity and Company Guidance* document.

The following code is a set of guiding principles that determine the role of the Yachad Board of Trustees and Company Directors. It is based on the Charity Governance Code, which has been developed by a large number of civil society stakeholders. For the purposes of this document the Yachad Board is referred to as the 'Board'. Any key actions listed here which require specific tasks to be undertaken are also recorded in the Board Calendar of Activity.

1. Organisational purpose

The Board is clear about the Yachad's aims and ensures that these are being delivered effectively and sustainably. The Board's core role is to focus on strategy and performance. The Board has a shared understanding of, and commitment to Yachad's purposes and can articulate these clearly and demonstrate that the organisation is effective in achieving its charitable and company purposes and agreed outcomes.

Actions for the Board:

1. The Charity Trustees and Company Directors periodically review Yachad's charitable purposes/Company objectives, and the external environment in which it works, to make sure that the charity/company, and their purposes, stay relevant and valid.
2. The Board works with the organisation's leadership to develop and update Yachad's strategy.
3. The Board evaluates the organisation's impact, outputs and outcomes on an ongoing basis.
4. The Board regularly reviews the sustainability of its income sources and their impact on achieving charitable purposes in the short, medium and longer term. This task is, by and large, delegated to a Finance and Remuneration committee.

2. Leadership

The Board's role is to provide Yachad with strategic leadership in line with the organisation's aims and values. It provides oversight and direction to the organisation and provides support and constructive challenge to the organisation. The Board recognises, respects and welcomes diverse, different and, at times, conflicting viewpoints. The Board and Trustees and Directors individually, accept collective responsibility for ensuring that Yachad has a clear and relevant set of aims and an appropriate strategy for achieving them.

Actions for the Board:

1. The Board agrees to the organisation's vision, values and reputation and leads by example, requiring that anyone representing the organisation reflects its values positively.

2. The Board makes sure that the organisation's values are reflected in all its work, and that the ethos and culture of the organisation underpin the delivery of all activities.
3. The Board ensures there are proper arrangements for the appointment, supervision, support, appraisal, remuneration and, if necessary, dismissal of staff. This is, by and large, delegated to a Finance and Remuneration committee chaired by the Treasurer of the Board.
4. The Board's functions are formally recorded. There are role descriptions that define Board member's responsibilities as well as the specific roles of key board functions of Chair, Vice-Chair and Treasurer.

3. Integrity

The Board acts with integrity, adopting values, making ethically driven decisions, and creating a culture which help achieve the organisation's purposes. To achieve this, Trustees and Directors will create a culture that supports the organisation's values, adopt behaviours and policies in line with the values and set aside any personal interests or loyalties. The Board should understand and address any inappropriate power dynamics to avoid damaging the organisation's reputation, public support for its work and delivery of its aims.

Actions for the Board:

1. The Board and its Trustees will be seen to promote the organisation's reputation by living its values and representing the organisation.
2. The Board will act with honesty, trustworthiness and care.
3. The Board will act in the best interests of the organisation's purposes and its beneficiaries, creating a safe, respectful and welcoming environment for those who come into contact with it.
4. The Board will make objective decisions about delivering the organisation's purposes. It will not be unduly influenced by those who may have special or personal interests. It understands how real and perceived conflicts of interests and conflicts of loyalty can affect an organisation's performance and reputation. It will identify and record conflicts of interest and loyalty.

4. Decision-making, risk and control

The Board makes sure that its decision-making processes are informed, rigorous and timely and that effective delegation, control and risk assessment and management systems are set up and monitored. The Board will delegate authority, but not ultimate responsibility, and will implement suitable financial and related controls and reporting arrangements to make sure it oversees these delegated matters. The Board's main focus is on strategy, performance and assurance, rather than operational matters, and reflects this in what it delegates. Trustees and Directors must also identify and assess risks and opportunities for the organisation and decide how best to deal with them, including assessing whether they are manageable or worth taking.

Actions for the Board:

1. The Board will have a sound decision-making and monitoring framework which helps the organisation deliver its purposes.
2. The Board will regularly review which matters are reserved to the Board and those which can be delegated. It collectively exercises the powers of delegation to committees or

individual Trustees or Directors, or staff. The Board describes its 'delegations' framework in a document which provides sufficient detail and clear boundaries that the delegations can be clearly understood and carried out. This should be regularly reviewed.

3. The Board makes sure that its committees have suitable terms of reference and membership and that the terms of reference are reviewed regularly alongside the committee membership being refreshed regularly in order that they do not rely too much on particular people.
4. Where Yachad uses third party suppliers or services - for example for fundraising, data management or other purposes - the Board makes sure that such agreements are regularly reviewed to make sure they are still appropriate.
5. The Board regularly checks the Yachad's key policies and procedures to ensure make sure that they still support, and are adequate for, the delivery of the organisation's aims. This includes: policies and procedures dealing with functions and responsibilities of the Board, finances (including reserves), good employment practices and key areas of activity such as fundraising and data protection. It also reviews policies related to our organisational positions on key issues related to the Israeli-Palestinian conflict. Some of these responsibilities may be delegated to committees or sub-groups of the Board.
6. The Board makes sure that operational plans and budgets are in line with the organisation's purposes, strategic aims and resources and regularly monitors performance using a consistent framework and checks performance against the organisation's strategic aims, operational plans and budgets.
7. The Board regularly considers information from other similar organisations to compare or benchmark the organisation's performance.
8. The Board puts in place and regularly checks the organisation's process for identifying, prioritising, escalating and managing risks and, where applicable, Yachad's system of internal controls to manage these risks. The Board reviews the effectiveness of the organisation's approach to risk at least every year.
9. The Board will agree and oversee an effective process for appointing and reviewing its external examiner - a task that is delegated to the Finance and Remuneration Committee.

5. Board effectiveness

The Board works as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions. It will have a rigorous approach to Board recruitment, performance and development, and to the Board's conduct. The Board members will feel safe to suggest, question and challenge ideas and address, rather than avoid, difficult topics. Trustees and Directors should have appropriate skills and knowledge of the organisation and can give enough time to be effective in their role. The board takes decisions collectively and confidently. Once decisions are made, the Board unites behind them and accepts them as binding.

Actions for the Board:

1. The Board will regularly discuss its effectiveness and its ability to work together as a team, including individuals' motivations and expectations about behaviours. Board members take time to understand each other's motivations to build trust within the board and the Chair asks for feedback on how to foster an environment where Board members can constructively challenge each other.

2. The Board will seek, where necessary, independent, professional advice in areas such as governance, the law and finance. This is either on a pro-bono basis or at the organisation's expense if needed for the Board to discharge its duties.
3. The Board will regularly consider the skills, knowledge and experience it needs to govern, lead and deliver the organisation's purposes effectively. It reflects this mix in its Trustee and Director appointments, balancing the need for continuity with the need to refresh the Board.
4. The Board will endeavour to undertake a formal, rigorous and transparent procedure to appoint new Trustees and Directors to the board, including advertising vacancies widely.
5. The Board reviews its own performance, including that of the Chair. These reviews might consider the Board's balance of skills, experience and knowledge, its diversity, how the Board works together and other factors that affect its effectiveness.

6. Equality, diversity and inclusion

The Board has a clear, agreed and effective approach to supporting equality, diversity and inclusion throughout the organisation and in its own practice, which in turn, will help the board make better decisions.

Boards that commit to equality, diversity and inclusion are more likely to set a positive example and tone for the organisation by following an appropriate strategy for delivering its purpose and setting inclusive values and culture.

Actions for the Board:

1. The Board will regularly assess the organisation's approach to equality, diversity and inclusion and the diversity of Directors and Trustees' backgrounds and perspectives in its regular board skills audit to identify imbalances and gaps.
2. The Board will seek to create a meeting environment in which behaving inclusively is the norm, all voices are equal, and Board members can constructively challenge each other.
3. The Board will demonstrate inclusive behaviours in its decision making and how it engages with staff and supporters.
4. The Board sets a clear organisational approach to equality, diversity and inclusion in line with the organisation's aims, strategy, culture and values. This is supported by appropriate plans, policies, milestones, targets and timelines.

7. Openness and accountability

The Board leads the organisation in being transparent and accountable. Yachad is open in its work, unless there is good reason for it not to be. The Board will ensure that the organisation's performance and interaction with its stakeholders are guided by the values, ethics and culture put in place by the Board. Trustees and Directors make sure that the organisation collaborates with stakeholders to promote ethical conduct.

Actions for the Board:

1. The Board ensures that stakeholders have an opportunity to hold the Board to account through agreed processes and routes, for strategy discussions with key stakeholders at least once a year.

2. The Board makes sure that there is a transparent, well-publicised effective, and timely process for making and handling a complaint, and that any internal or external complaints are handled constructively, impartially and effectively.
3. The Board will ensure that processes, decision making and procedures that can be made public are clearly communicated to key stakeholders.

General Yachad Trustee and Director Role Description

Yachad Board members are an integral part of the organisation. Alongside the professional staff they act as representatives of Yachad and the values that it stands for and the work it does. Board members offer perspective and expertise, helping to ensure the organisation can achieve its potential and deliver its strategy. Board members serve as a source of both support and critical engagement for the professional staff of the organisation.

Individuals who take on a role at the Yachad board are expected to have a broad commitment to the aims, objectives and key values of Yachad, and to display a public commitment to Yachad and what it stands for. Board members are also expected to fulfil the responsibilities and duties which are listed below. Equally, Yachad board members should expect certain things from Yachad as an organisation; their time and expertise should be valued and respected by the organisation and its employees, and they should be provided with access to the necessary skills and training required to fulfil their duties.

Yachad Board members will serve either as directors of Yachad Ltd or trustees of Yachad the charity, with a small number of individuals serving a dual role in both capacities. For more information about how this split is determined please refer to the *Structure of the Yachad Board* document.

General expectations of Board members:

- Board members will represent and defend Yachad and its values in a public setting, even when the views of the organisation may be unpopular
- Board members will take their duties and responsibilities to the organisation seriously, ensuring that give the time required to properly fulfil their role
- In addition to serving on the Yachad board, Board members are expected to serve on at least one committee or be involved in one organisational project on an annual basis
- Board members will endeavour to educate themselves about the issues that Yachad works on, ensuring they remain up-to-date with key issues. This includes, where possible, making time to attend Yachad events and visit the region, in order gain a greater understanding of the issues
- Board members should set an example to supporters and the wider community by making a financial contribution to the organisation that is of significant value to that board member. It is up to each individual to determine what they consider to be significant

What Board members can expect from Yachad:

- Board members can expect that their time and expertise is treated with respect by the organisation. Staff members should value the voluntary contribution that Board members make to Yachad and be mindful of the fact that Board members are often fitting in the role they play at Yachad around work and family commitments.

- Board members should expect to be given information, Board and committee papers and minutes in a timely manner
- Board members should be given access to training and development in order fulfil their general duties as Trustees and Directors, but also to gain knowledge and information which is relevant to the work of Yachad
- Board members should expect the Chair of the Board, alongside the Chief Executive, to work to make sure the organisation is getting the most out of them as a Board member, and to ensure that they feel their contribution is of value to the organisation.

The general duties of both Trustees and Directors are as follows:

- Ensuring that Yachad defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of Yachad
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Actively taking part in fundraising efforts on behalf of the organisation. This may include recruiting personal networks to support the organisation
- Following proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of the Chief Executive
- Declaring any conflict of interests that may arise whilst carrying out duties as a Charity Trustee or company Director
- Attending meetings on time, including any committee meetings as appropriate, and reading papers in advance of meetings
- Notifying the Chair in good time if unable to attend a meeting. Absence from three consecutive Board meetings without notification in advance may result in dismissal from the Board
- Participating in other tasks as they arise from time to time, including for example, attendance at events to represent Yachad
- Keeping informed about the activities of Yachad and wider issues which affect its work

In addition to the above statutory duties, each Board member should use any specific skills, knowledge or experience they have, to help the Yachad Board reach sound decisions. This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Board member has special expertise.

Appointment terms of trustees and directors:

Trustees are appointed by a vote of the current Trustees and Directors are appointed by a vote of the current Directors. Each post has a time limit of 3-years, but a Trustee or Director may be reappointed for a further three years if approved by the trustees/directors. After the completion of two terms of office a Trustee or Director must stand down for at least one full term before standing for appointment as either a Trustee or Director.

Specific duties of Charity Trustees:

- Ensuring that Yachad pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that Yachad complies with its Constitution, charity law, and legal requirements to file Annual Returns and Accounts
- Ensuring that Yachad applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public. This includes ensuring that Yachad the charity does not undertake any activities that should be undertaken by Yachad the company.

Specific duties of Company Directors:

- Ensuring the Company applies its resources exclusively in pursuance of its objectives
- Ensuring that Yachad complies with its Memorandum and Articles of Association, company law and any other relevant legislation or regulations including filing accounts in timely manner.

Person specification:

- A commitment to Yachad and its values, and a willingness to stand by decisions taken by the organisation
- A willingness and ability to devote the necessary time and effort to fulfil their duties as a board member
- An in depth understanding of the cultural sensitivities, communal structures and relevant history of the British Jewish community and how it relates to Israel
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- A willingness to act as a representative of Yachad, including in settings that involve personal networks
- A commitment to helping to ensure the financial stability of the organisation
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of charity Trustees and/or company Directors
- An ability to work effectively as a member of a team
- Understanding of the core issues and challenges that Yachad faces.

Yachad Vice-Chair Role Description

The Vice-Chair of Yachad helps to lead a Yachad Board that is comprised of Directors of Yachad Ltd and Trustees of Yachad the Charity. Whilst the Board is made up the Trustees and Directors of two distinct legal entities, individuals on the Yachad Board make decisions solely on behalf of the legal entity to which they have a legal obligation to as either a Trustee or Director. As the Vice-Chair of the Board oversees a Board comprised of both Directors of Yachad Ltd and Trustees of Yachad the charity, the Vice-Chair will always serve simultaneously as both a charity Trustee and a Company director (for further information about Director and Trustee roles please see our *Charity and Company Guidance* document).

In addition to the general responsibilities of both trustees of the charity and directors of the company, duties specific to the Vice- Chair include the following:

Supporting and working with the Chair of the Board

Supporting the Chair of the Board in their duties by:

- Working with the Chair to ensure that Board meetings are well planned and achieve their desired outcome
- Helping to work with individual board meetings to ensure they are effectively contributing to the organisation - this may include meeting individually with individual Board members
- Working with the Chair to appraise the overall effectiveness of the board and help to plan necessary training or other interventions to increase board effectiveness
- Helping to mediate disputes that may arise between Board members and the Chair
- Working with the Chair to conduct an annual appraisal for the Chief Executive

Being able to stand in for the Chair as and when required. This may include:

- Chairing Board meetings if the chair is indisposed or unavailable
- Representing Yachad's lay leadership if the Chair is not available to do so.
- Providing an alternative or complimentary sounding board and support to the Chief Executive when the chair is unavailable or unable to support the Chief Executive on a specific matter

Attending committees and potentially acting as the Chair of the Fundraising Committee should no other board member have the necessary skills or experience to do so (for further information please see the Fundraising Committee Terms of Reference).

This may include:

- Appointing members to the committee
- Working with the staff to oversee the implementation of a clear fundraising strategy
- Ensuring that the fundraising strategy reflects the organisation's budget and is realistic and achievable

Providing leadership by example to the board including but not exclusively:

- Promoting Yachad and its objectives within personal networks for the purposes of fundraising
- Actively participating in and sharing Yachad's campaigns and events
- Responding in a timely manner to questions addressed to the Board from staff and other Board members

Representing Yachad in public settings

Acting as a spokesperson for Yachad in a variety of settings inside and outside the community, as well as at Yachad events. This may include making fundraising appeals at fundraising events.

Person specification

In addition to the person specification outlined in the General Duties of Trustees and Directors the Vice-Chair will also have:

- Experience of sitting on a Board of a not-for-profit organisation
- Significant experience of leading or managing people
- Understanding of core governance requirements facing charity Trustees and company Directors
- Willingness and ability to devote the time required to properly fulfil the duties of Vice-Chair
- Demonstrable commitment to the values and aims and objectives of Yachad as an organisation
- Skills to act as a spokesperson for the organisation
- Good understanding of the core issues Yachad works on including Israel-Palestine, Jewish community politics and the UK political sphere
- Ideally experience of organisational management

Yachad Treasurer Role Description

The Treasurer of Yachad helps to lead a Yachad Board that is comprised of Directors of Yachad Ltd and Trustees of Yachad the Charity. Whilst the Board is made up the Trustees and Directors of two distinct legal entities, individuals on the Yachad Board make decisions solely on behalf of the legal entity to which they have a legal obligation to as either a Trustee or Director. As the Treasurer of the Board is responsible for overseeing the financial health of both Yachad and Yachad Ltd, the Treasurer will always serve simultaneously as both a charity Trustee and a company Director (for further information about Director and Trustee roles please see our *Charity and Company Guidance* document).

In addition to the general responsibilities of both Trustees of the charity and Directors of the company, duties specific to the Treasurer include the following:

Oversee all financial matters of the organisation

Work with the Chief Executive to monitor the budget and cash flow of the organisation including:

- Being aware of any funding constraints or cash flow issues
- Monitoring the budget against income and working with the Chief Executive, in consultation with the Board, to make any adjustments to the budget if required
- Working with Chief Executive to create funding priorities for the organisation's strategy
- Working with Chief Executive and Fundraising Committee to help set fundraising targets required for the organisation to meet its budgetary needs
- Ensuring the rest of the Board is kept up-to-date with relevant information about the organisation's cash flow, budget and other financial matters such as fundraising targets

Acting as Chair of the Finance and Remuneration Committee (for further information please see The Finance and Remuneration Committee Terms of Reference document):

- Recruiting other Board members/relevant individuals to sit on the committee
- Ensuring that the committee reports effectively to the Yachad Board and that the Chief Executive reports effectively to the committee
- Ensuring that the committee receives information in a timely manner such as accounts that are required to be scrutinised before they are signed off

Reviewing (with the Finance and Remuneration committee) financial controls that are in place and working to ensure that they are amended when required

Ensuring both the company and charity comply with legal requirements such as filing accounts and other documentation at Companies House, HMRC and Charities Commission

Acting as a counter signatory on payments when the organisation's financial controls require an additional signatory

Approving the expenses of the Chief Executive and other board members.

Person specification

In addition to the person specification outlined in the General Duties of Trustees and Directors the Treasurer will also have:

- Relevant financial experience or qualifications to allow for proper scrutinization of budgets and accounts
- Experience of monitoring the budget of an organisation
- Understanding of charity and company law compliance
- Willingness and ability to dedicate the necessary time to fulfil the duties of treasurer
- Willingness to explain financial concepts and professional knowledge to both Board members and the professional team of Yachad
- Experience of both teamwork and leadership or management of people
- A demonstrable commitment to the values of Yachad
- An understanding of the core issues that Yachad deals with including knowledge of the Israeli-Palestinian conflict and in depth knowledge of the Jewish community