



Trustee

BRAC UK Board of Trustees

Candidate Pack

January 2023

BRAC

BRAC is an international development organisation founded in Bangladesh in 1972 that partners with over 100 million people living with inequality and poverty to create opportunities to realise human potential. BRAC is known for its community-led, holistic approach and delivering long-term impact at scale. BRAC works with communities in marginalised situations, hard-to-reach areas and post-disaster settings across Asia and Africa, with a particular focus on women and children. BRAC operates as a solutions ecosystem, including social development programmes, social enterprises, humanitarian response, a bank and a university. BRAC is born and proven in the south and has become a world leader in developing and implementing cost-effective, evidence-based programmes

BRAC UK

BRAC UK was founded in 2006 and is one of the four members of the BRAC Global group – also including BRAC Bangladesh, BRAC International and BRAC USA. It is a very exciting time of transition for BRAC, with a new, ambitious global strategy in place which aims to reach over 250 million people by 2030.

BRAC UK provides vital support for BRAC’s development work around the world through fundraising, communications and thought leadership, building impactful, long term relationships with partners, whether they be foundations, companies, Governments or major donors. BRAC UK also plays a key role engaging with and influencing policy makers and practitioners to tackle extreme poverty.

The role of the BRAC Board is to govern and oversee the strategy of BRAC UK, whilst ensuring its work is aligned with other BRAC entities. The Board pursues this purpose within the framework of the legal objects of the Charity (as set out in our Articles of Association), of agreed BRAC global policies, and of the requirements of UK law and regulations.

“Being part of BRAC, with a mission to empower people to lift themselves out of poverty, is an immensely inspiring experience. As a trustee, I am able to contribute to the impact the UK team makes, as well as lend my skills to the wider international team. BRAC is unique because it is truly rooted in the communities where it works.”

Jane Cooper,
Trustee, BRAC UK

Role Description

Main Purpose

BRAC UK seeks two new trustees. Please note these are voluntary roles:

- A new treasurer who will Chair our Finance, Audit and Risk Committee. This is a key role on the UK Board, chairing a committee which we have recently strengthened. More details on this role can be seen [here](#).
- A role on the board to specifically contribute to BRAC UK's fundraising strategy, in particular as we initiate fundraising from major individual donors in 2023.

The role of a BRAC UK Trustee

- Work with fellow trustees to shape, drive and monitor BRAC UK's strategy
- Prepare for and participate fully in board meetings
- Act reasonably in decision making and leadership of the organisation
- Ensure the proper management and administration of the charity
- Use any specific skills, knowledge or experience you have to help the board of trustees reach quick and sound decision by leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise
- Promote the work of BRAC UK externally
- Participate in sub-committees (Finance, Audit and Risk, Board and Organisation Development) and informal advisory groups including Communications and Advocacy and Fundraising.
- Manage risks with a considered, proportionate and balanced approach.

Statutory Duties of a Trustee

Trustees are responsible for the work that the Charity does and how it does it. Trustees have a number of statutory duties, which are:

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects for the benefit of the public
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place
- To ensure the financial stability of the organisation
- To protect and manage the assets of the charity and to ensure the proper investment of the charity's funds
- To follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.

Person Specification

BRAC UK seeks to appoint trustees who:

- Are committed to the organisation and have sufficient time and willingness to contribute effectively to board proceedings. BRAC UK has four half-day board meetings a year and an annual Board away day.
- Each sub-committee meets 3 or 4 times annually.
- Have experience and an understanding of strategy development
- Are able to work effectively as a member of a team
- Are willing to speak up and can remain independent of any influence from another organisation or individual
- Have a reasonable level of understanding of legal, financial, audit and other regulatory requirements of a charity
- Are able to make quick and sound decisions based on an analysis of information presented to them
- Are aware of developments in the international development and charity sector and areas of interest BRAC UK
- Have a passion for international development
- Can manage risks with a balanced and informed approach

To have strong skills, experience or knowledge in the following areas:

Treasurer Role

- Charity finance
- International accounting standards
- Audit
- Financial management of donor funded projects (eg bi-lateral, multi-laterals, foundations)

Fundraising Strategy Role

- Has a strong network and understanding of major individual donors

Further Reading

- [BRAC UK Website](#)
- [BRAC Global Website](#)
- [BRAC Blog](#)

Location

The BRAC UK office is in Southwark. Our office is a short walk from Waterloo Station. Board meetings are currently held in person usually in London, while committee meetings are online, but this may change in the future.

Safeguarding

BRAC UK takes its safeguarding responsibilities seriously, and has a range of policies to support effective training and reporting to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with BRAC UK.

Next steps

If you would like an informal discussion about the role of Trustee with BRAC UK, please contact our Chief Executive Lewis Temple via lewis@bracuk.net.

To apply please send your CV and a cover letter to recruitment@bracuk.net by 9am on Monday 6th February. Interviews are expected to take place on the week commencing 6th March.