

BOARD OF DIRECTOR'S JOB DESCRIPTION

Functions

The Board Member contributes to the proper governance of the African Council of Non-Governmental Organisation (the African NGO Council) and guides the Council in establishing a strategy and policy objectives through participation in the Council's Board of Directors. The Board Member serves on the Board on a voluntary basis for a fixed term as specified in the Constitution of the Organisation. The Board Member agrees to abide by the Code of Conduct for Board Members as set out by the Board in fulfilling his/her responsibilities.

Roles and Responsibilities

A. Strategic Planning

- To take part in formulating and regularly reviewing the strategic aims of the Council;
- To approve the annual work plans and budgets;
- To contribute specific skills, interests and contacts and support the Council in furthering its mission where required;
- To support the organization in fundraising activities;

B. Policy and Procedures

- To ensure that the policies and practices of the African NGO Council are in keeping with its aims;
- To ensure that the African NGO Council functions within the legal and financial requirement;
- To review and amend policies and procedures, including the Constitution, as required;
- To maintain good relations with senior managerial staff;
- To attend meetings of the Board and contribute actively in activities of the Board;
- To participate in training sessions provided for the benefit of the Board;
- To reflect the Board's policies and concerns on its committees as required.

C. Other

- To fulfill other assignments as may be required from time to time by the Board.

OFFICERS

Chairman of the Board

Functions

The Chairman of the Board leads the Board of the African NGO Council in fulfilling its roles and responsibilities. The Chairman takes on this responsibility on a voluntary basis for a fixed term as specified in the Constitution of the Council. The Chairman may delegate some of the following duties to the Vice-Chairman or other Board Member as appropriate but will still be responsible for oversight of those duties. The Chairman agrees to abide by the Code of Conduct for Board Members as set out by the Board in fulfilling his/her responsibilities.

Roles and Responsibilities

A. Leading the Board

- To ensure that the Board fulfills its responsibilities in guiding the African NGO Council;
- To ensure that the Board sets the overall strategy and policy objectives of the Council;
- Together with the President/CEO, to establish a calendar of meetings of the Board;
- To chair meetings of the Board and to ensure that the Board functions effectively;
- To ensure that the agenda of meetings is dealt with and that decisions are clearly arrived at and recorded and their implementation monitored;
- To work with the Treasurer to ensure that the finances of the Council are properly accounted for;
- To work with the Treasurer to ensure that the funds and property of the Council are properly held and invested to the greatest benefit of the African NGO Council, within the constraints of the law and ethical investment practices;
- To ensure that arrangements are made to identify and appoint the next Chairman;
- To work in consultation with the President/CEO to recruit Board Members with relevant expertise and experience;
- To ensure that the Board reviews' its structure, role and relationship to staff and implements agreed changes as necessary;
- To work with the President/CEO to ensure that all Board Members receive appropriate advice, training and information relating to their role;
- To serve as an additional spokesperson for the African NGO Council.

B. Supporting the African Fund in Achieving its Objectives

- To work with the President/CEO in ensuring that the following strategic and management tasks are effectively carried out;
- To ensure that the Board develops a long-term strategy for the African NGO Council and its initiatives, with objectives that can be monitored.
- To monitor progress in implementing the annual work plan;
- To ensure that appropriate goals are set for the resources available;
- To ensure that appropriate arrangements are in place to support, monitor and review the performance of the President/CEO and senior staff;

C. Managing the Relationship between the Board and Staff

- To ensure that there is an effective relationship between the Board and the staff;
- To ensure that the organization has proper personnel policies;
- To advertise for, interview and select the President/CEO and to carry out an annual performance appraisal;
- Through the President/CEO, to ensure appropriate communication between the Board and the staff.

Treasurer of the Board

Functions

The Treasurer, in addition to the responsibilities of an ordinary Board Member, is responsible for ensuring that the finances of the African NGO Council are managed in a transparent, accountable manner. The Treasurer takes on this responsibility on a voluntary basis for a fixed term as specified in

the Constitution of the Council. The Treasurer agrees to abide by the Code of Conduct for Board Members as set out by the Board in fulfilling his/her responsibilities.

Roles and Responsibilities

A. Financial Accountability

- To ensure that the African NGO Council operates within the legal and financial guidelines set out by state and national laws and related statutes.
- To ensure that adequate financial controls are in place and that the African NGO Council operates within a sound financial framework;
- To ensure that all financial dealings are accounted for;
- To ensure that funds received for specific purposes are appropriately spent;
- To work with and support the Finance and Administration Manager of the Council to ensure that the financial information presented is comprehensive and accurate;
- To advise the Board on the financial implications of its strategy and policy objectives;
- To chair an annual meeting with external auditors to discuss the auditor's report and accounts and to report formally on this to the Board;
- To manage the process of appointment of auditors to the African NGO Council;
- To ensure that the funds and property of the African NGO Council are properly held and invested to the greatest benefit of the Council, within the constraints of the law and ethical investment practices.

B. Support in Managing the Board

- To assist the Chairman and Vice-Chairman in leading the Board in ensuring that the Board fulfills its responsibilities for the governance of the African NGO Council;
- To assist the Chairman and Vice-Chairman in optimizing the relationship between the Board and staff.