



## **BVDA Trustee Specification**

### **About BVDA**

Founded in 2001, BVDA is a recognised society of the University of Bristol Students' Union as well as being a registered charity (1093476). It is solely run by student volunteers (the Committee) with an advisory board of trustees.

Our vision is of a global community working together to deliver sustainable positive change. To achieve this BVDA's mission is to inspire and enable students to actively engage in sustainable international development.

Led by students our aims are to:

- Work in partnership with communities and grassroots organisations. We want to deliver sustainable development including education, capacity building, water and sanitation, and health
- Provide a platform for meaningful discussion around international development
- Give students the opportunity to develop skills for the future through international volunteering, empowering them to become active citizens

### **The Trustee Role**

BVDA is looking for a new trustee to join the board. The trustees are responsible for ensuring that BVDA acts within its charitable objects and that it complies with both charitable and statutory law.

Trustees are concerned with the longer term strategy of BVDA, providing continuity and accumulated knowledge, and they act as a backstop and sounding board for the Committee.

Our website address is: <http://www.bvda.org.uk/>

A number of the trustees were BVDA Committee members when studying at Bristol University and have gone on to become trustees. The trustees are all under 30 years of age and are a diverse group including individuals who work in the charity sector, the finance sector as well as a teacher, a doctor and a civil servant.

We are specifically looking for an individual to replace the outgoing finance trustee. On top of the general responsibilities of a trustee, the finance trustee has specific responsibilities, both of which are summarised below.

General responsibilities of a trustee:

- Attend quarterly board meetings, which can last a full day (typically, August, October, January and April. These are either in Bristol or London and all expenses are reimbursable. Attend one additional meeting in Bristol to support committee training and update the BVDA strategy (travel costs reimbursable as above)
- Participate in monthly conference calls
- Contribute to specific areas of our operations in line with the expertise you provide



On average trustees will volunteer one day per month to BVDA commitments. We expect trustees to commit to at least two years of service.

Specific responsibilities of the Finance Trustee:

- Update the Finance Manual annually – the Finance Manual is a document which summarises the procedures to be followed and expected standard of record keeping in respect of the charity's finances
- Review and approve disbursements from the charity's bank account(s)
- Monitor the charity's level of reserves to ensure an adequate level of cash is maintained
- Aid a review of project budgets
- Process payments to overseas project partners
- Provide support to the Committee Treasurer as required, including providing initial induction training for the Committee Treasurer and having regular (typically monthly) calls with him/her to keep abreast of relevant financial matters
- Update the trustee board on the financial standing of the charity at each quarterly trustee board meeting
- Produce accounts for the financial year ending 30 September, to be filed with the Charity Commission within 9 months of the financial year end

Person Specification:

- Passionate about and committed to BVDA's vision and mission
- Able to work in a team
- Financial expertise (gained academically or professionally)
- Flexible
- Demonstrated ability to work and support the student committee
- Understanding of international development related issues (desirable)

You will receive induction training to both your role as a trustee in general and the specific responsibilities of the finance trustee.

### **Application Process**

To apply please email a CV and one-page cover letter (cover letter can be substituted by a call with the finance trustee). New trustees have a six-month probationary period before they are legally registered as a trustee of the charity.

If you would like to know more about the charity or the role before applying, please email [bvdatrustees@gmail.com](mailto:bvdatrustees@gmail.com) or call Mike Mullally on 07917854343 (please leave a voicemail if no answer).