



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.

BVDA are now recruiting for 2-3 additional trustees to broaden the scope of the board's skills and expertise. We are especially interested in hearing from individuals with legal, fundraising or monitoring and evaluation expertise. Each trustee has general responsibilities and responsibilities specific to their role.

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
- Ensure the charity conducts its operations in line with The Charity Commission guidelines.
- 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 adapted to each role are:

- To provide necessary training to committee members in line with your expertise
- To provide advice where necessary to relevant committee members
- To maintain oversight and accountability of the strategy area related to your role.
- Take responsibility for specific areas of the Charity Level Risk Assessment

Person Specification:

- Passionate about and committed to BVDA's vision and mission
- Able to work in a team
- Flexible
- A self-starter able to work with minimal supervision
- Demonstrated ability to work and support the student committee
- One of the following: legal expertise, monitoring and evaluation, or fundraising (gained academically or professionally). *Desirable*
- 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 your role.

Application Process

To apply please email a CV and one-page cover letter (cover letter can be substituted by a screening call with a 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 bvdatrusters@gmail.com or call Suzanne Root on 07429 097671 (please leave a voicemail if no answer).