



## **Trustee Specification**

### **About BVDA**

BVDA is a recognised society of the University of Bristol Students' Union as well as being a registered charity (1173282). 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 on 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 new trustees 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.

A number of the Trustees were BVDA Committee members when studying at Bristol University, while others bring a variety of professional skills. BVDA's current trustees include individuals who work in the charity sector, the finance sector as well as a doctor and data analyst.

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, publicity or volunteer recruitment expertise. Each trustee has general responsibilities and responsibilities specific to their role.

General responsibilities:

- Attend quarterly board meetings, which can last a full day (typically, August, October, January and April). These are either in Bristol or London and expenses are reimbursable.
- 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 fully 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, fundraising experience, publicity or volunteer recruitment experience). *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. 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 [trustees@bvda.org.uk](mailto:trustees@bvda.org.uk) with your questions or to arrange a call.