



FOR WOMN'S HUMAN RIGHTS

## **Terms of Reference for Board Treasurer**

### **Urgent Action Fund-Africa**

Urgent Action Fund-Africa is a feminist, pan African, Rapid Response Fund, committed to transforming power relations through resourcing African feminists and women's human rights defenders and their formations, as an act of solidarity. More information can be found on our website: <https://www.uaf-africa.org>

### **Role Overview**

The Board Treasurer is an Officer, member of the Executive Committee and voting member of the Board of Directors of UAF-Africa and appointed in a manner consistent with the bylaws. They are accountable to the Board for the fulfillment of the duties and responsibilities outlined below and must be a Zimbabwean national living in Zimbabwe. The time commitment of the role is approximately 10 hours per month (Board meetings, meetings with the Executive Director, committee meetings) and the term of office is three years with the possibility of renewal for a second term.

### **Role of Board of Directors**

The UAF-Africa Board of Directors comprises feminist and dedicated leaders from across Africa who are committed to the organisation's mission, from a place of power and clarity of vision. Serving on the UAF-Africa Board of Directors is an extraordinary opportunity for women who are passionate about strengthening feminist leadership and governance.

Board members will attend two face to face board meetings per year, read board materials in advance of board meetings and come prepared to ask questions and participate in governance, strategic and political discussions, and debates. Board members will be asked to serve on one or more committees of the Board and to actively participate in committee work. Board terms last for three years and Board members can serve for up to two consecutive terms. Monthly time required would be approximately 10 hours.

### **Desired Skills and Expertise for All UAF-Africa Board Members**

All UAF-Africa Board members need the following knowledge, skills, and capacities:

- Knowledge, understanding and experience of governance, the mission of the organisation, and the laws, customs and values that govern its activities.
- Ability to make sensible and informed governance decisions and recommendations.

- Ability to ask hard questions and support good Board dynamics.
- High ethical standards, commitment to serve and common sense.
- Ability to see the wider picture and perspective on women's human rights, social justice, democracy, and development in Africa, with some benefit of wide financial management exposure and experience, and a commitment to feminist values and principles.
- Organisational and strategic awareness.
- Integrity in personal and professional dealings.
- Total commitment to furthering the interests of UAF-Africa's programmes, and to achieve UAF-Africa's goals. ● No conflicts of interest.
- Capacity to work in English.

### **Desired Skills and Expertise for Board Treasurer**

Additionally, the Board Treasurer is required to have the following skills and expertise:

- An understanding of, and experience with, dynamic financial management and reporting practices.
- An appreciation of the kind and level of financial experience needed at a board level to support decision making.
- Ability to communicate complex financial information clearly to the Board and to funders.
- A Zimbabwean national who is resident in Zimbabwe.

### **Responsibilities of Board Treasurer**

- Authorised to sign all deeds, mortgages, contracts, and other instruments requiring execution by UAF-Africa (when not otherwise delegated to the Executive Director).
- Oversees, and presents budgets, accounts, and financial statements in keeping with the annual business cycle of UAF-Africa for Board approval.
- On a bi-annual basis is responsible for reviewing the financial management reports from the Executive Director.
- Ensures that the Executive Director commissions an annual audit.
- Advises on the financial implications of UAF-Africa's strategic plan.
- Ensures that UAF-Africa has an appropriate investment policy.
- Ensures that there is no conflict between any investment held and the aims and objectives of UAF-Africa.
- Monitors UAF-Africa's investment activity and ensures its consistency with organisational policies and legal responsibilities.
- Ensures that the Board is kept informed of its financial duties and responsibilities and,
- Participates in the Board Executive Committee.

## Application Process

To apply to become the Board Treasurer of UAF-Africa, please complete [the form](#) at the end of this document. Please return the form to [Boardrecruitment@uaf-africa.org](mailto:Boardrecruitment@uaf-africa.org)

**Closing Date** Open  
until filled.

### Application to Become a Member of the Board of Directors of UAF-Africa

Name:	
Organizational affiliation:	
Country of birth:	
Country of residence:	
Please explain in no more than 200 words why you would like to join the Board of Directors of UAF-Africa:	
Which expertise currently being sought for the Board of Directors do you bring? Please mark with an X all that apply. <ul style="list-style-type: none"><li>▪ <b>Governance expertise</b></li><li>▪ <b>Financial management</b></li><li>▪ <b>Risk management</b></li></ul>	
Please share your detailed CV with UAF-Africa.	

Please provide the names and contact details of three referees:

**Conflict of Interest Disclaimer**

I certify with my signature below that, to my knowledge, I have no conflict-of-interest situations that apply to UAF-Africa that would prevent my joining the Board of Directors.

Signed: \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

Print Name: \_\_\_\_\_