



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 womn'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 by-laws. They are accountable to the Board for the fulfilment 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 committed to the Fund's mission from a place of power and clarity of vision. Serving on the UAF-Africa Board of Directors is an extraordinary opportunity for womn who are passionate about strengthening feminist leadership and governance.

Board members will attend two face-to-face board meetings per year, read board materials before 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 actively participate in committee work. Board terms last three years, and members can serve up to two consecutive terms.

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 broader picture and perspective on women's human rights, social justice, democracy, and development in Africa, with some benefit of broad 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 funders.
- A Zimbabwean national who is a resident of Zimbabwe.

Responsibilities of Board Treasurer

- The Board treasurer will be 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 no conflict between any investment held and the aims and objectives of UAF-Africa.
- Monitors UAF-Africa's investment activity and ensures 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.

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">▪ Governance expertise▪ Financial management▪ Risk management	
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: _____