

## **UKFIET Trustee Job Description**

### **UKFIET – Who we are**

The Education and Development Forum (UKFIET) is committed to promoting and strengthening international education and development for all, regardless of gender, ethnicity, nationality, and other differences. It pursues this objective through:

- Sharing educational ideas, knowledge and expertise between members and across the wider community, in the UK and internationally, through conferences, seminars and other meetings;
- Encouraging the development of teaching, training, research and publication;
- Serving as a resource to policy makers in government, multi-lateral and non-government organisations, and in other institutions; and
- Making representations and facilitating critical debate on issues of common interest.

Through our membership, UKFIET constitutes a body of professional expertise that serves as a resource to policy-makers in multi-lateral, government, and non-government organisations, and to other institutions and agencies.

UKFIET is a non-profit organisation registered as a limited company in England No. 5725610 with Registered Charity No. 1116614. It has a Board of Trustees who oversees the Forum's portfolio of activities and a volunteer Executive Committee who manages the delivery of the portfolio. We also have 2 part-time paid roles provided on a freelance basis – a Programme Manager and an Engagement Fellow.

### **UKFIET's membership**

UKFIET's membership is comprised of organisations involved with education and development across public, voluntary, commercial and non-commercial sectors at local, national and international levels.

Membership is open to organisations in the UK working in the field of education and international development. By joining UKFIET organisations increase their access to current knowledge, practices and issues in education and development through:

- Colloquia and workshops on current issues;
- Engagement with government departments on policy development and research priorities;
- Engagement with international bodies regarding global priorities; and
- Access to information about special interest meetings through the UKFIET website and membership list.

UKFIET member organisations have opportunities to develop links between civil society and public and private sector organisations. Members are also invited to



shape the development of UKFIET events, including the biennial International Conference on Education and Development.

### **Key responsibilities of Trustees**

Up to 12 trustees collectively hold UKFIET “in trust” for current and future beneficiaries by:

1. Ensuring that UKFIET has a clear vision, mission and strategic direction and is focused on achieving these;
2. Being responsible for the performance of UKFIET and for its “corporate” behaviour;
3. Ensuring that UKFIET complies with all legal and regulatory requirements;
4. Acting as guardians of UKFIET’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application; and
5. Ensuring that UKFIET’s governance is of the highest possible standard.

### **Length of service**

Trustees commit to serve for an initial term of three years. They are then permitted to serve a second term subject to approval at the Annual General Meeting. After serving two terms, trustees must step down for a period of at least three years before being eligible to serve another term subject to the relevant process.

Trustees may also put themselves forward for the position of Chair, Deputy Chair or Honorary Treasurer which, if successful, are a two-year commitment, renewable at the discretion of Board members for a further two-year period.

### **Time commitment**

Approximately 4-6 days per year

- 3-4 x half day trustee meetings per year held quarterly (currently these are held remotely due to Covid-19, but usually 1-2 meetings are held face-to-face in London and the remainder are held remotely);
- 1 x 2-hour Annual General Meeting
- E-mail correspondence between meetings;
- Participation in time-bound virtual ad-hoc trustee sub-groups to work on specific projects (e.g. trustee recruitment, review of bursary applications for events, etc.);
- Optional attendance at UKFIET events (virtual and face-to-face)

### **Remuneration**

This is an unpaid role but all reasonable expenses (travel to meetings, conference fees for key events, etc.) will be reimbursed on receipt.