

Director of Cufa Position Description and Person Specification

Preamble

Cufa is a not for profit international development agency with offices and staff in Sydney, Cambodia, Myanmar, and Timor Leste. Cufa's thematic approach is economic empowerment through financial institutional development, education, livelihoods and employment. Cufa has been operating for over 45 years and while Cufa is a niche agency it is well respected within the sector. Cufa is financially and operationally very strong with a purposeful vision and mission.

Title: Board Member Cufa

Contact person: Board Chair and/or Chief Executive Officer

Purpose:

As member of the Cufa Board of Directors the role is an integral part of the leadership team, providing direction and vision for Cufa. He or she is responsible, together with the full board of directors, for governance and oversight of all aspects of Cufa and for promoting the mission of the organisation.

Cufa is a company limited by guarantee and holds a number of companies and trusts.

This requires board members who are able to think and act strategically to:

- generate agreement on future goals of the organisation
- participate in the development of future funding models and fundraising strategies
- align the systems (including staff, board and other stakeholders) around the mission of Cufa, and
- further develop the governance system to enable the board to work strategically, to meet compliance obligations and to add value to the work of the organisation.

Requirements:

- Commitment to the mission and direction of Cufa
- Knowledge and skills in one or more areas of board governance (with particular emphasis on skills and experience in fundraising and/or international development to complement the existing board skills)
- Ability to work positively with other people
- Willingness to make the required time commitment and occasionally travel overseas
- Commitment to the financial well-being of Cufa, including participation in at least one fundraising event per annum
- Commitment to encouraging staff development
- Ability to maintain confidentiality
- Willingness to be available by telephone or other means
- A developed understanding of the roles and responsibilities of not-for-profit governance and management.
- A capacity to make appropriate introductions and connections to relevant networks to facilitate income generation for project activity

Major governance responsibilities:

1. Defining and upholding the mission and purpose of the organisation
2. Honouring and acting consistently with the requirements of applicable laws, the organisation's constitution, bylaws, policies, codes of conduct and other standards of behaviour
3. Designating broad parameters and policies within which staff can manage, function and innovate
4. Ensuring financial viability by planning for future viability through resource development
5. Maintaining accountability to the beneficiaries, staff, funding bodies, members, and community – including evaluating effectiveness of operations, management and governance and reporting to various stakeholders.
6. Ensuring a healthy, strong and accountable management function
7. Protecting the strength and continuity of the board by succession planning and board development activities.
8. Being a positive ambassador - promoting the mission and goals of Cufa and acting in the best interests of Cufa at all times

Personal attributes:

- Humility
- A sense of humor
- An ability to see the big picture
- Emotional maturity
- A balanced approach
- Good communication skills
- An openness to difference and an appreciation of cultural diversity
- The ability to think strategically

Time commitment:

Being a casual appointment, this position is until the 2018 AGM in December whereby the successful candidate could stand for an elected position.

Board service will require an average of 8 hours per month, including:

- Attendance at all meetings of the board of directors (travel costs reimbursed)
- Participation in at least one fundraising event or other major organizational event each year
- Attendance at workshops, board training, and other special meeting as scheduled.

To apply please send your resume and a covering letter to the Chair, Margot Sweeny, board@cufa.org.au