



# TRUSTEE CANDIDATE PACK: TREASURER

March 21

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## **INTRODUCTION FROM THE CHAIR OF THE FAIRTRADE FOUNDATION BOARD**

Thank you for your interest in the role of Trustee at the Fairtrade Foundation.

Trustees are crucial to the success of Fairtrade, and as we now embark on our next five-year strategic period, there has never been a more important time to join the global community driving Fairtrade's critical work for farmers and workers around the world.

Trustees play a key role in the leadership and governance of the charity. They ensure that the charity complies with the requirements of the Charity Commission and does not breach any requirements or rules set out in our governing documents. They also provide strategic oversight and input into the running of the charity, and contribute towards securing a sustainable funding base for the organisation.

Good leadership and governance are best achieved through diversity within the Board – diversity of background, experience and perspectives. We already have a diverse range of people on our Board, but we want to use this recruitment process to increase that diversity even further.

Fairtrade already has a strong reputation for the work it does globally. The next five-year strategic period sees us working even harder to tackle the urgent challenges faced by Fairtrade farmers and workers, as well as leverage the opportunities presented in our rapidly changing world. It presents the chance for us all to continue to work together in new ways, to drive even more impact and galvanise public support, and keep powering up an effective and inspiring organisation and system.

This candidate pack contains a wealth of information about the work we do, and our ambitions for the future. I am proud to be involved with Fairtrade, and it is a privilege to be a part of the Board of Trustees. I hope that you will feel inspired to apply to join us and make your contribution to the work of this great organisation.

Lord Mark Price  
Chair of the Trustees  
Fairtrade Foundation

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## ABOUT US

Choosing Fairtrade means being true to your values, being connected to a like-minded community and creating positive change throughout our world.

Fairtrade achieves this by rallying a global community of millions – farmers and workers, supply chain partners, brands, retailers, shoppers, schools, government – to pay fair prices and uphold fair production standards and practices.

Fair prices provide an immediate lifeline for vulnerable farmers and workers at times of need. They also provide long-term investment in production, community and environmental projects to create a fairer, better world.

Fair standards and practices promote sustainable farming to protect biodiversity and the environment; deliver training for women so they can participate and lead; secure worker rights; and build climate resilience.

Beyond certification, Fairtrade is deepening its impact by delivering specialist programmes and expertise to support communities with additional training and worker support, whether that's empowering women coffee farmers or responding to crises such as Covid-19.

## FAIRTRADE IN NUMBERS



**TOTAL INCOME  
IN 2019: £12 MILLION**



**OVER 1.7 MILLION  
FARMERS AND WORKERS  
ARE PART OF FAIRTRADE**



**91% OF PEOPLE  
ARE AWARE OF THE  
FAIRTRADE MARK\***



**80% OF PEOPLE  
SAY THEY TRUST  
IN FAIRTRADE\***

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## WHAT WE STAND FOR

Our world is full of wonder. It's a place where billions of lives unfold in their own unique way. Where the future is alive with potential. But there are challenges too. Challenges that can seem out of our control – inequality, poverty, the climate crisis, species extinction...

Yet, there is a powerful force at our fingertips. The power of choice. Every action we take sparks a reaction. And when that's multiplied by millions, we can send change pulsing through the world.

We can choose a world that respects people, protects the environment and cares for wildlife. Where we lift families out of poverty, so parents can afford to send their children to school. Where we empower millions of women, so all can take part and lead.

We can choose a world of responsible farming, so the birds, the bees and water life can thrive. Where we plant trees, so habitats regenerate. A world where we fight the climate crisis.

We can choose a world where transparent supply chains are the norm, so every business can take part and we can achieve global sustainability goals.

A world where we can call for urgent action, so truth speaks to power and justice prevails. Where everyone has a voice, so we raise standards, enact radical policy and make lasting change. We can choose a world of fair incomes, so we can end exploitation and all live with dignity and pride. Where we give generously and trade fairly, so we race to a world that's only ever fair.

Choice is a powerful thing – if we use it. Choose to join the community of millions who have been building this world of change for over 25 years.

**Choose the world you want.**

**Choose Fairtrade.**

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## ROLE DESCRIPTION

### RESPONSIBILITIES

The Board is responsible for ensuring that Fairtrade carries out its charitable purposes for the benefit of farmers and workers, remains solvent and properly managed, and complies with all relevant legislation.

The Board consists of up to 12 Trustees who retain formal power of all governance matters pertaining to the organisation. The Board's key focus is on the statutory and strategic issues for the Foundation. In addition, it reviews progress reports from the operational team to ensure the Foundation's ongoing performance is in line with its stated goals.

The Treasurer is a Trustee, an officer of the Board and a voluntary position, without remuneration. The role of the Treasurer is to ensure the finances and the financial control systems are in order and that the organisation remains solvent. The Treasurer delegates day-to-day financial management to the Chief Financial Officer.

### TIME COMMITMENT AND MAIN DUTIES

The Board has four meetings a year at a minimum, in order to fulfil its obligations and duties, with the addition of the AGM.

Trustees may also be invited to serve on one of the charity's sub-committees – the Finance and Audit Committee, the People, Safeguarding and Remuneration Committee and the Partnerships Committee.

The Treasurer is expected to attend the AGM, all Board meetings and chair the Finance and Audit Committee. These total around nine a year and are generally held at the Foundation's offices in central London, although we are also open to attendance virtually. In addition, the Treasurer will need to be available to staff for advice and enquiries on an ad hoc basis, but this will often be by telephone or online rather than formal meetings.

Trustees are also invited to attend events, including during Fairtrade Fortnight, and licensee meetings. This provides the opportunity for Trustees to meet wider stakeholders.

**Term of appointment:** The post is for a three-year term, with the option for two further three-year terms.

As a Trustee, the Treasurer has similar responsibilities and duties to all other Trustees:

- Setting and maintaining the Foundation's vision, mission and values, and in particular agreeing and approving the strategic plan
- Ensuring the charity is carrying out its purposes for the public benefit
- Acting in the charity's best interests, making balanced and adequately informed decisions, thinking about the long term as well as the short term
- Managing the charity's resources responsibly

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- Making use of your skills and experience, and taking appropriate advice when necessary
- Giving enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all Trustees' meetings
- Ensuring accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers
- Ensuring strong links with member organisations and the Fair Trade movement
- Contributing creatively to the development of the Foundation, including fostering relationships with major licensees
- Developing the Foundation's policies on trade justice and other means of poverty reduction related to the Foundation's core activity
- Agreeing and monitoring major policies and programmes (e.g. annual plans and budgets)
- Supporting the Chief Executive
- Reviewing reports and management accounts to ensure that the Foundation's performance is in line with its policies and programmes, is managing any risks correctly and taking any remedial action needed
- Ensuring that the organisation complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations

For the role of Treasurer, there are the following additional duties:

- Supporting the CFO in the overall financial management of the Foundation
- Chairing the Finance and Audit Committee
- Being assured that the financial resources of the organisation meet its present and future needs
- Advising on the financial implications of the organisation's strategic plans
- Ensuring the organisation has appropriate accounting policies in place, including investment and reserve policies
- Ensuring that appropriate accounting procedure and controls are in place
- Liaising with the external auditors on issues of significance
- Ensuring the organisation complies with legislation, regulation and sector best practice
- Keeping the Board informed about its financial duties and responsibilities

In addition to the above duties, each Trustee should use any specific skills, knowledge or experience they have to help the board of Trustees reach sound decisions. This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

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## **REMUNERATION**

This is a voluntary position that is unpaid, although the Foundation reimburses travel costs and other direct expenses incurred.

## **CONFLICT OF INTEREST POLICY**

The Foundation has a formal conflict of interest policy which the Chair and Trustees are bound by. In particular, the Foundation's policy means that applications cannot be considered from an individual who is currently employed by, or has a significant financial interest in, a company which is a licensee of the Foundation or a major retailer.

## **PERSON SPECIFICATION**

All of our Trustees will be able to develop a thorough understanding of the charity's core purpose, the issues it faces over the coming years and the strategy for ensuring our continued development and success.

We are looking for someone who:

- Holds a recognised professional financial qualification (ie CIMA, ACA, ACCA or CIPFA)
- Has the skills to analyse proposals and examine their financial consequences
- Will be available to staff and fellow Trustees to provide strategic advice and guidance on financial matters
- Can guide and advise the Board in the approval of budgets and financial statements, within a relevant financial policy framework
- Keeps the Board informed about its financial duties and responsibilities

Experience of charity finance and fundraising is desirable, but not essential.

## **GENERAL TRUSTEE QUALITIES**

- An understanding of, commitment to and enthusiasm for the charity's work
- Objectivity, fairness, independence of mind, integrity, wisdom, discretion and good judgement
- Strategic vision and the ability to focus on practical issues
- Readiness to make and be accountable for decisions
- Awareness of how the world is changing politically, economically and socially and how these changes may impact the charity



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- Willingness to devote the necessary time to be an effective Trustee
- Experience of serving on a committee or board (or the aptitude to be a credible contributor)
- A good team player able to debate issues in a constructive and collegiate manner
- Ability and willingness to be an ambassador for the charity and to represent the charity positively to external audiences
- No significant potential conflicts of interest

At Fairtrade, we're committed to the safeguarding and protection of children and vulnerable adults in our work. We will do everything possible to ensure that only those who are suitable to work within this environment are recruited to work for us or be part of our Board. Therefore, for this specific role, a basic DBS check will be needed as part of an offer of the position.

## HOW TO APPLY

Please apply by email only, in English, with:

- a tailored CV of no more than two pages; and
- a supporting statement of no more than one side of A4.

Your statement should detail your relevant experience, ensuring this is in line with the above role description and person specification, and provide specific evidence demonstrating how you meet the criteria. Your statement should also highlight your interest in the Fairtrade Foundation and your motivation for joining our Board.

Please send the above by email to Farzana Uddin, Executive Assistant to the CEO, at [farzana.uddin@fairtrade.org.uk](mailto:farzana.uddin@fairtrade.org.uk) citing 'Treasurer position' in the subject line.

## TIMETABLE

<b>Closing date for applications</b>	<b>31 May 2021</b>
<b>Interviews with the Fairtrade Foundation</b>	June 2021
<b>Board ratifies appointment recommendation</b>	June 2021
<b>Induction commences</b>	July 2021
<b>First Board meeting (as an observer)</b>	30 September 2021
<b>First Board meeting as a full Trustee</b>	9 December 2021

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## **MORE INFORMATION**

Growing and sustaining market access is one of the Foundation's key activities.

Additional information about the Fairtrade Foundation is available at [fairtrade.org.uk](http://fairtrade.org.uk)

To see more detail about the impact that Fairtrade, both in the UK and globally, makes, explore the below links to some recent studies and reports, including our last audited financial statements for the year ended 31 December 2019. We will make our draft 2020 figures available for candidates who are shortlisted for interview.

<https://www.fairtrade.org.uk/media-centre/blog/category/impact-and-challenges/>

<http://www.fairtrade.org.uk/en/what-is-fairtrade/social-and-annual-reports>

<https://www.fairtrade.net/impact>