

Chairman (Voluntary Trustee Position)

Introduction:

This is a hugely exciting opportunity to Chair a UK based, rapidly growing, high-achieving, student-led international charity, delivering positive change to hundreds of thousands of students in East Africa.

The current Chairman, Graham Allcott, began the role in October 2006, prior to the formal registration of READ International as a charity and limited company. During this period, READ has grown spectacularly, from the starting point of having an unpaid Director working from his kitchen table, to the current set-up, with 7 staff based in the UK office and one based permanently in Dar Es Salaam in Tanzania. The trustee board, in partnership with our Director, Robert Wilson, have recently set a 3 year strategy for the organisation moving forward. It is an exciting time, as we look to continue our growth at a solid rate but also ensure that we continue to be built on solid foundations. This is an exciting opportunity to play a 'hands-on' role with an award-winning, dynamic, student-driven and ambitious charity.

We're looking for a mature leader, with international business/work experience who can help govern this charity over the next 3 year phase.

1. **The work of READ International**
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4. **The recruitment process**

1. The work of READ International

READ International began life in 2003 as a Book Project, based at Nottingham University, founded by a group of socially entrepreneurial students following a 'gap year' teaching in Tanzania. Now there are over 500 student volunteers involved, operating from a network of over 25 university sites across the UK.



We collect school textbooks and children's literature from primary and secondary schools throughout the UK, sort the books and send the most relevant, up-to-date, and high quality books to schools in Tanzania and Uganda. Any books collected which are not relevant or appropriate to send are sold online through our partnership with **Better World Books** or recycled to generate funding.

Tanzania and Uganda follow a secondary school syllabus almost identical to the UK, but teachers often lack the resources needed to teach. In the UK newer editions of books inevitably replace the old (very often only a couple of years old though), which makes for good quality, but technically 'out of date' textbooks filling up school store rooms or ending up in landfill. We send them to where they are really needed, improving access to education to thousands of children in East Africa.

READ has grown rapidly over the past 3 years since we launched on the national stage in House of Commons in 2007. Since our first shipment of books in 2005, we have shipped a total of **564,000** books to Tanzania and are supporting the renovation of dozens of school libraries so that access to these books is also improved. We have also sent several tonnes of sports kits, science equipment, and school stationery. In Tanzania and Uganda we work closely with the Ministry of Education to ensure that our books go to where they are most needed. Our work in UK schools has also developed. We now deliver a workshop programme called 'Think Global', to secondary schools throughout the UK, in partnership with Oxfam GB to raise awareness of global citizenship to UK school children.

We have successfully established some very exciting partnerships: **Big Yellow Self Storage** provide us with free storage and a home for all of the books we collect at any of their sites across the UK; **British Airways** have provided us with many free flights and heavily discounted ones for all of our volunteers; **Latham and Watkins**, a city law firm, provide pro bono legal support; **KPMG** have provided us with a free office space in Dar es Salaam; **DHL** provide free transportation around the UK and provide discounts for our international freight; **Staples** work with us to collect disused stationery

Chair Role Description and Job Specification

from thousands of UK schools and students at all of their UK stores; **Waterstones** collect books for us in their stores across the West Midlands; and the **British Library** have selected us as their CSR partner for 2009.

Since registering as a charity we have had our work recognised in a number of ways. READ International was winner of '**Best New Charity**' in the **Charity Times Awards 2007** and we're currently finalists in the **Guardian Charity of the Year 2009**. Our founder and director Robert Wilson has been winner of the 2 prestigious Unltd awards, been a finalist in the Enterprising Young Brit Awards 2006, won the Social Enterprise Day Award 2006, and been a finalist in the Edge Upstarts Young Social Entrepreneur of the Year Awards 2008.

It never costs READ more than 50 pence to move one book from a UK classroom into the hands of a Tanzanian school child or teacher.

Our Vision:

We see a world where young global citizens achieve development through the power of education.

Our Mission:

READ International delivers collaborative, student led initiatives to improve access to education across the world and increase youth participation in the global community.

Our Values:

READ Takes Action....We take a 'never say never' attitude to global issues and embrace all things innovative, exciting and resourceful. We have a bias for action and we never shy away from a challenge.

READ is Cross Cultural....We open young people's minds and encourage them to become global citizens. We believe that an informed global community will find the solutions to world issues.

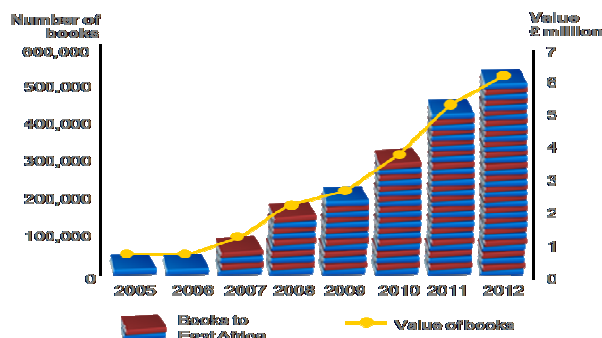
READ is Youth Led....We rely on the spirit of young people, their passion for volunteering and their interest in the global community. We never take this for granted, we listen to their voice and let them take the lead.

READ is Collaborative....We firmly believe that there is no limit to the things we can achieve when we all work together. We bring together a variety of individuals, groups, communities, and cultures to achieve our mission.

READ is Win-Win....There is a mutuality to everything we do; from our student volunteers; our beneficiaries in East Africa and right through to our corporate partners. Everybody benefits from READ's great work.

Essential Facts and Figures about READ:

- READ employs 7 full time paid staff in the UK and 1 staff member based in East Africa.
- We have a network of 750 student volunteers across 40 universities.
- Our turnover last year (oct08-sep09) was £280,000
- Our budgeted turnover this year is £350,000
- We have shipped 564,000 books to date and in May 2010 we will ship an additional 300,000 books. Forecast growth of the model is below.



Total books by 2012: 1,774,000

Total books to date: 564,000

Total value by 2012: £19,514,000

Total value to date: £3,204,000

At average cost the READs 50 pence per book.

2. Overview of the Role

- Maintain an overview of READ International's affairs, and manage the Governance of the charity.
- Work with the Director to guide the organisation's strategic development
- Represent the charity at various functions and events.

Chair's General Responsibilities

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation applies its resources exclusively in pursuance of its objects
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To monitor the performance of the staff team, and in particular its Director

In addition to the above statutory 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:

- Scrutinizing board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise.

Additional Duties of the Chair - Working with the Director:

- Planning the annual cycle of board meetings
- Setting agendas for board meetings
- Chairing and facilitating board meetings
- Giving direction to board policy-making
- Monitoring that decisions taken at meetings are implemented
- Representing the organisation at functions and meetings
- Acting as a spokesperson as appropriate
- Bringing impartiality and objectivity to decision-making
- Keep an overview of the organisation's affairs and to provide support as appropriate;
- Leading on recruitment and line-management of the Director (including performance appraisals, etc)
- Sitting on appointment and disciplinary panels
- Liaising with the Director to develop the board of trustees

Chair Person Specification

- Commitment to the organisation
- Knowledge of student volunteering, the international development and education sector (*knowledge or experience that would help us to develop partnerships and funding streams in Tanzania / East Africa to support our expansion there would be particularly desirable*)
- Willingness to devote the necessary time and effort
- Strategic vision to help sustain the continued growth of the organisation from national to international level, operating beyond Tanzania/Uganda and beyond UK. The new Chair should be instrumental in helping guiding READ International to this next phase, supporting the Director.
- Good, independent judgment
- Ability to think creatively
- Willingness to speak their mind

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- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences

Role of the Chair

Your role will be to work closely with the board and staff team to develop future strategies, provide regular management support to the Director, and represent the organisation externally, helping to raise our profile.

Time Commitment

As a guide, the role will require someone who can allocate approximately three half days per month, the majority of which will be in Central London. This time would be used to prepare for quarterly Board meetings, attend a monthly meeting with the director, communicate with the other trustees, occasionally attend sub-committee meetings, and occasionally attend functions/events representing READ. There are four trustee meetings which must be attended each year. The schedule of Board meetings for next couple of years is as follows, at 6.30pm in Vauxhall, Central London:

19th April 2010
19th July 2010
18th October 2010

17th January 2011
18th April 2011
18th July 2011
17th October 2011

16th January 2012
16th April 2012
16th July 2012
15th October 2012

Term of Office:

The role of Chairman is an appointment with a fixed term of 3 years. This is renewable, subject to the agreement of the board. At least three months' notice should be given if the Chairman chooses to step down from the Board.

3. Background Information for the Role

The current Chairman, Graham Allcott, began the role in October 2006, prior to the formal registration of READ International as a charity and limited company. During this period, READ has grown spectacularly, from the starting point of having an unpaid Director working from his kitchen table, to the current set-up, with 7 staff based in the UK office and one based permanently in Dar Es Salaam in Tanzania. The trustee board, in partnership with our Director, Robert Wilson, have recently set a 3 year strategy for the organisation moving forward. It is an exciting time, as we look to continue our growth at a solid rate but also ensure that we continue to be built on solid foundations. This is an exciting opportunity to play a 'hands-on' role with an award-winning, dynamic, student-driven and ambitious charity.

Handover

The new Chairman would be expected to begin the role in April 2010. Handover and Induction to the role would be provided by Graham Allcott (outgoing chair), Robert Wilson (Director) and Martin Farrell (Vice/interim Chair).

Current board membership

Position	Name	Specific Function(s) within Board
Outgoing Chairman	Graham Allcott	<p>Leadership of board, liaison/line management of staff, member of strategy group and director's remuneration committees.</p> <p>Graham is a freelance consultant and trainer, specialising in youth engagement, volunteering issues and time management training. Previous to this, Graham was Chief Executive of Student Volunteering England, a role he held for three years; and before that, cofounder of the Involve and Intervol services at Birmingham University.</p>
Secretary	Melody Slinn	<p>Takes minutes of mtgs, ensures legal compliance in record keeping etc.</p> <p>Melody is Company Secretary for Enterprise UK.</p>
Vice/Interim Chair	Martin Farrell	<p>Steps in for chair when absent, assists the chair with their general duties.</p> <p>Martin held senior positions in large (Red Cross and Save the Children), small (Centre for Crime and Justice Studies) and middle size organisations (Sainsbury Centre for Mental Health) and has a broad range of experience of different professional areas including refugees, young people, crime, mentoring, corporate social responsibility and community development.</p> <p>He has worked independently since 1997 and helps people and organisations to 'get2thepoint' - which is the name of his consultancy (www.get2thepoint.org). He also writes extensively on governance.</p>
Treasurer	Rachel Stevenson	<p>Financial monitoring and planning; Chair of Finance & Fundraising advisory group</p>

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		Following a Masters course in International Management , Rachel trained as a Chartered Accountant , specialising in charities and nonprofit organisations. Rachel moved on to a top 10 accountancy firm where she now works with a variety of clients ranging from AIM-listed companies to large charities.
Trustee - Tanzania	<i>vacant</i>	General – Chair of Tanzania Operations advisory group.
Trustee - Strategy	James Baderman	Chair of Strategic Planning advisory group. James works as a consultant to businesses, charities and social entrepreneurs to help them to develop their impact on society. Before going freelance he developed and managed the What If Foundation for six years which helps leading social innovators to scale up their work.
Trustee - Education	Tom Beveridge	Member of Schools advisory group Tom is a founding member of READ International. He is now working as a history teacher in south-east London and is currently piloting our latest scheme of work for the global citizenship agenda within his school. He has developed our UK school presentation service extensively over the past year, working with a team of citizenship experts.
Trustee - Fundraising	Clare Morgan	Member of Finance and Fundraising advisory group Claire spent 2003 travelling the world after graduating in Business Studies in 2001. She is now a professional fundraiser, having worked in a variety of positions in the charity sector, and is currently a major donor fundraiser at Help the Aged. Claire is involved in the development of our fundraising strategy and our fundraising support for volunteers.
Trustee (General)	Rachel Maranto	General – Chair of UK Book Projects Advisory group Rachel joined the Nottingham book project when it was first established in 2003. Since then she has been a volunteer, a project leader and has led a team of student volunteers to Tanzania. She fully understands the book project process and has seen it grow into a national network. She is a valuable founding member of READ International and graduated from Nottingham University in 2006.
Trustee (General)	Jayne Colquhoun	Jayne is a Director at the student volunteering charity v.
Trustee (General)	<i>vacant</i>	

4. The Recruitment Process

The board have delegated a small committee of the trustees to oversee the recruitment process. The interview process will be led by a panel including:

Robert Wilson, Director, READ International
Martin Farrell, Vice/interim Chair, READ International
James Baderman, Trustee, READ International
Jayne Colquhoun, Trustee, READ International
Rachel Maranto, Trustee, READ International

Key Dates

Tuesday 19 th January	Recruitment opens
Friday 12th March, 5pm	CLOSING DATE
Week commencing 22 nd March	Interviews held
Week commencing 29 th March	Interviews held
Friday 2 nd April	Successful candidate notified
Monday 19 th April	New chair attends first board meeting (as part of induction process)

How to apply

Please send your CV and a short covering letter expressing your reasons and motivations for applying and suitability for the position to our Director, Rob Wilson:

Robert.Wilson@readinternational.org.uk or by post to:

READ International
Vintage House
37 Albert Embankment
Vauxhall
London
SE1 7TL

Informal discussion

If you would like to find out more about the role or the organisation before applying, please contact us to arrange an informal discussion with either Martin Farrell, Vice/Interim Chair, or Rob Wilson, Director. Please email Rob in the first instance to arrange this (address above).