

Board Member

The board of The Island Foundation is looking for an individual with prior relevant NGO and board experience to complement its current group with the potential to step into the Vice Chair role in the future.

The ideal candidate would have experience in one or more of the following:

- Work in education and/or pedagogy
- Education system reform or development
- International aid and development
- Community development
- Corporate Social Responsibility, or similar.

In addition, knowledge of the Indonesian development landscape (priorities, challenges, opportunities), regulatory frameworks, or similar relevant knowledge and established networks is sought.

Individual board members are expected to:

- Commit to at least 3 years as a board member
- Prepare for and attend formal board meetings. A minimum of 4 a year.
- Participate in other board calls as advised
- Make at least one field trip a year
- Have capacity and time (approximately 10 hours per quarter) to contribute effectively
- Have the interest and ability to participate in fundraising
- Build a collegiate working relationship with other board members
- Follow the organization's bylaws, policies, and board resolutions
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary
- Maintain confidentiality about all internal matters of TIF.

Role of the Board

Strategy

- Decide and hold the organisation to its mission, values, ethics, goals and strategic plan.
- In partnership with the Executive Director, shape organisational direction and strategy and determine what success looks like.
- Oversee and monitor implementation of strategy and its intended impact.
- Prioritise and regularly scrutinise major projects for strategic alignment.
- Critically assess whether major decisions and operations are in line with the mission, values and strategic plan.
- Regularly assess whether the strategic plan needs to be adapted in response to changing external factors.

Governance

- Set and review the use of delegated authorities and codes of conduct.
- Evaluate Board and Executive Director Performance.
- Determine appointments and terms of reference for Board committees.

Compliance

- Ensure legal compliance and accountability (Indonesian country context and Singaporean law) and honours its contractual obligations.

Risk

- Establish the risk appetite and monitor all strategic risks, especially reputational risks.
- Ensure financial sustainability and operational risk management is integrated into strategic planning processes.
- Monitor the performance of auditors.

Setting High Level Policies

- Decide the broad principles and high level policies that guide management and operations, including programs, human resources, financial delegations and control, fundraising and protocols for external relationships.

Finances

- Plan for and oversee strategy to achieve long-term financial viability, sustainability and growth.
- Approve the annual budget and ensure allocation of resources reflect agreed priorities and directions.
- Monitor financial performance to ensure solvency, responsible stewardship of resources and financial accountability.
- Shape fundraising strategies, set fundraising targets and monitor results.
- Introduce and support the relationship with potential new donors through board relationships and networks.

Employment

- Recruit, employ and provide induction for the Executive Director.
- Set remuneration for the Executive Director and Deputy Director and approve the salary scale for other employees.
- Review the Executive Director's performance and provide ongoing feedback, direction and support.

Accountability

- Identify and represent key stakeholders.
- Ensure systems are in place for accountability to communities, funders and other stakeholders.

External Relationships & Public Profile

- Decide and oversee the use of the The Island Foundation brand.
- Critically assess the marketing plan and ensure it is aligned with the strategy.
- Contribute to raising The Island Foundation's profile at events and through board relationships and networks.

Board Development & Succession Planning

- Monitor board performance through an annual assessment and act on issues that arise.
- Plan for board succession and recruit and prepare board members and office bearers for their roles.