

Board Secretary

The board of The Island Foundation is looking for an individual with relevant experience in the legal field and in board management and development. The ideal candidate would have qualifications in law and international relations, be able to provide advice regarding contracts and legal entities in a Singapore and Indonesian development context.

The Role

The Secretary is primarily responsible for coordinating the recording of board meeting minutes and maintaining organizational documents and records. In addition to the member-at-large responsibilities and in accordance with the organisational bylaws, the Secretary shall be responsible for:

- Maintaining board records and ensuring effective management of the organisation's records.
- Managing board meeting minutes: Collect (not necessarily write) and send a draft of the minutes to the Chair for approval and then send on to the rest of the Board. Minutes should reflect the activities of meetings in an objective manner, without unnecessary commentary. They should include the following information:
 - Who is present and absent
 - Agenda
 - Items discussed
 - Key issues raised
 - Votes, approvals and action items
 - Any other relevant information
- Ensuring minutes are distributed to Members shortly after each meeting.
- Maintaining sufficient familiarity with legal documents (articles, by-laws, IRS letters, etc.) to reference when necessary in Board meetings.
- Work with the Chair and Executive Director to prepare annual board plans and agendas.
- Maintaining a chart of starting and ending dates for each Board Member.
- Working with the Executive Director to ensure all decisions and documents are recorded.

Individual Board Member - expectations

- 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 reasonably required
- Make at least one field trip a year to Bintan Regency, Indonesia
- 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 organisation'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 controls
 - Fundraising
 - 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 the organisation to 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