

Join the SAFAD Executive Committee!

SAFAD is recruiting a brand-new committee on **Tuesday, 16th October 2007, at 15:30** (in **Building 40, Room 1**). SAFAD has been run by Cranfield and Silsoe students since 1969, with support from its Advisory Board. This is an unmissable chance to help run this unique and valuable charity. Anyone considering a career in development is advised to come along.

If you are interested in getting involved, please read this document, which contains details of the roles and their associated responsibilities. If you have any questions, please contact Nick Rowe (current SAFAD President) at: nickrowe101@gmail.com.

All current Cranfield students are eligible to stand for election, and all roles must be filled!

However, it should be noted that under the Charities Act and the Companies Act, a person is disqualified from acting as a charity trustee if they:

- have a conviction for an offence of dishonesty or deception, unless the conviction has been 'spent' under the terms of the Rehabilitation of Offenders Act 1974
- are bankrupt or have had assets sequestered unless it has been discharged or permission has been granted under the Disqualification Act 1986
- have financial problems meaning they have made a composition or arrangement with creditors under the Insolvency Act 1986 and this has not been discharged
- have been removed by the Charity Commission, High Court or the Court of Sessions in Scotland from being involved in the management of, or acting as a trustee of, a charitable body
- have been disqualified under the Company Directors Disqualification Act
- are subject to an order under the Insolvency Act 1986 for failure to make a payment under a court order.

If any of the above apply to you (!), you cannot join the SAFAD Committee.

Committee roles:

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President

1. Duties and Responsibilities

- Represent SAFAD on all occasions where it is deemed necessary, and liaise with other individuals, donors and organisations.
 - Liaise with University staff and administration
 - Develop relationship with CSA
 - Maintain contact with donors
 - Maintain contact with Patron, Advisory Board and key contacts
 - Further develop strategic partnerships
- Take charge of the overall co-ordination of SAFAD
 - Ensure year strategy is developed, owned by committee and followed
 - Ensure fundraising targets are met
 - Ensure projects and placements will meet expected demand
 - Ensure SAFAD follows Charity Commission guidelines and charity law
 - Keep volunteer executive committee motivated
- Chair executive committee meetings and general meetings
- Write the Annual Report and SAMSON editorials
- Ensure liaison between Executive Committee, Trustees and Advisory Board
- Ensure Handover to next committee is done appropriately

2. Time commitment

- 10+hrs per week

3. Skills and qualities desired

- Proven organisational abilities
- Ability to coordinate and delegate work with a fully volunteer committee
- Capacity to chair meetings
- Basic or further understanding of charity management
- Experience in working in the voluntary sector
- Highly motivated and committed

General Secretary

1. Duties and Responsibilities

- Take overall charge on the co-ordination of all correspondence – both outgoing and incoming mail and SAFAD emails
- Record minutes of all meetings and see to the proper keeping of records
- Coordination of room bookings for meetings
- Run the office, and ensure insurance policies and legal documents are kept up-to-date

2. Time commitment

- 2+hrs per week

3. Skills and qualities desired

- Very organised particularly with regards to paper work and procedures
- Good communication and writing skills
- Attention to detail in information management
- Experience in minute taking
- Highly motivated and committed

Treasurer

1. Duties and Responsibilities

- Manage the SAFAD bank account including writing and banking cheques
 - Ensure that the SAFAD bank account details are up to date and all transactions require the signatures of at least two assigned Committee Members.
 - Ensure all income received by SAFAD is recorded and receipts filed
 - Ensure all payments made by SAFAD are recorded and receipts filed
 - Ensure payment of expenses to SAFAD members and especially overseas volunteers.
- Produce yearly accounts and submit them to the Charity Commission
- Present end of year report at the AGM

2. Time commitment

- 3+hrs per week

3. Skills and qualities desired

- Experience managing accounts (accounting software not required)
- Extremely organised and attention to detail
- Doesn't mind numbers!
- Highly motivated and committed

Vice-President Projects (VP Projects)

Note: *there are usually two VP Projects – one to manage the existing projects and volunteers, and one to find new projects for the coming year's students.*

1. Duties and Responsibilities

- Responsible for maintaining and developing SAFAD's international partnerships
- Representing and coordinating SAFAD when President is not available
- Manage and support team of PAOs
- Ensure SAFAD's working documents relating to projects and volunteers are effective and utilised
- Manage and improve information management system for volunteer and project info
- Present information about SAFAD's projects to external and internal audiences

2. Time commitment

- 4+hrs per week

3. Skills and qualities desired

- Excellent communication skills (overseas partners and volunteers)
- Good interpersonal skills
- Ability to coordinate and delegate work with a fully volunteer sub-committee (PAOs and PDOs)
- Capacity to chair sub-committee meetings
- Experience working with NGOs beneficial but not essential
- Highly motivated and committed

Vice-President Fundraising (VP Fundraising)

1. Duties and Responsibilities

- Coordination and responsibility of fundraising for SAFAD
- Maintaining relationship with existing donors and keeping them up to date on projects as well as re-applying for funds
- Seeking new sources of funding
- Keeping the donor database up to date and logging into it all communication with potential or active donors
- Organising local fundraising / awareness raising events to promote SAFAD to Cranfield Students
- Reporting fundraising achievements regularly to the executive committee
- Working closely with Publicity Officers to ensure Donors receive up-to-date publicity on SAFAD and projects
- Working closely with Events Officer, ensure Donors are invited with due notice to key events

2. Time commitment

- 4+hrs per week

3. Skills and qualities desired

- Excellent interpersonal skills (donor relations)
- Excellent communication skills (donor correspondence)
- Ability to coordinate and delegate work with a fully volunteer committee (fundraising sub-committee)
- Experience in fundraising highly desirable but not essential
- Highly motivated and committed

Project Appraisal Officer (PAO)

The number of PAOs depends on the number of placements taking place during the year. They coordinate Volunteer and Project work with the VP Projects. They are not technically Executive Committee members, so are not considered to be Trustees.

1. Duties and Responsibilities

- Oversee the selection of suitable projects and the adequate preparation of teams and equipment.
- Manage current volunteer(s) overseas
 - Support and keep contact with the volunteer(s) about to depart and the ones already in the field in order to make sure that procedures are followed (budget, payments, emergency contacts, insurance, etc).
 - Log all communication with volunteer(s) in the appropriate information system.
 - Keep VP Projects and executive committee informed of project activities
 - Report any important issues immediately to VP Projects, President and together seek advice from Trustees and relevant Advisory Board members.
- Manage allocated partner(s) and project(s)
- Maintain all information related to the allocated volunteer(s) project(s) and partner(s) and ensure is up to date for handover to the next committee.

2. Time commitment

- 2+hrs per week, balanced between volunteer overseeing and new project appraisal

3. Skills and qualities desired

- Good communication skills (volunteer and partner)
- Organised and meticulous in maintaining information management system
- Willing to improve and provide critical support to SAFAD's placement scheme
- Knowledge of French or Spanish for some Partners highly desirable
- Highly motivated and committed

Training Officer

1. Duties and Responsibilities

- Identify the training needs of potential SAFAD volunteers and organise training.
 - Liaise with training contacts and plan training courses appropriately
 - Identify new training partners or training opportunities
 - Plan and manage training budget with Treasurer
 - Host training partner and represent SAFAD during training sessions

2. Time commitment

- 1+hrs per week, more during approach to and during training period

3. Skills and qualities desired

- Good communication skills
- Knowledge or experience of organisation training beneficial but not essential
- Highly motivated and committed

Awareness & Education Officer

This is a new position started 2005-2006 in order to fill the gap of development awareness and provide logistical support to talks and seminars.

1. Duties and Responsibilities

- Develop strategy for raising development awareness at Cranfield University with particular focus on sustainability of the projects
- Ensure development awareness and education is an integral part of training of volunteers and available to SAFAD Members, particularly students
- Liaise with other organisations in promoting development awareness
- Organise seminars and talks on development topics in coordination with training officer
- Organise the Annual Seminar and assist in the organisation of the Annual General Meeting

2. Time commitment

- 2+hrs per week, more during Annual Seminar and AGM

3. Skills and qualities desired

- Good verbal and written communication skills (with speakers and MC'ing)
- Ability to coordinate and delegate work with a fully volunteer committee
- Experience organisation conferences or seminars beneficial
- Ability to host events such as talks and seminars
- Highly motivated and committed

Publicity Officer

Note: *this can be a shared role, with someone focusing specifically on the website, and the other on hardcopy publications and the rest.*

1. Duties and Responsibilities

Hardcopy publicity

- Provide SAFAD with publicity material (e.g. posters, brochures, leaflets, photos, etc.)
 - Work with VP Fundraising, Events officer and VP Projects to understand publicity needs
 - Liaise with Cranfield University Press and Ethical Design for printing and outsource design respectively
 - Ensure electronic advertising where appropriate
- Responsible for the publication of SAMSON (Safad Members Source of News)
 - In collaboration with executive committee design and publish 2x per year the member's news letter
- Providing other newspapers on the campus with articles about SAFAD

Website

- Updating the SAFAD website with new content and images.
 - Make sure the website is professional and always up to date
 - Maintain the online databases
- Working closely with events officer and VP Projects, update website regarding local events and current and future projects respectively
- Working closely with Alumni officer on maintaining member profiles
- Working closely with VP Fundraising, ensure donors have online availability of the latest information on SAFAD (Annual reports, projects updates, newsletter, contact information).

2. Time commitment

- 2+hrs per week, with considerably more during publication (2x per year)

3. Skills and qualities desired

- Good team worker
- Web development skills (Dreamweaver, php/mysql) for website beneficial, or willing to learn (templates exist)
- Basic graphic design and publication skills (Macromedia Freehand) for hardcopy publication or willing to learn (templates exist)
- Basic knowledge of graphics package for creating and modifying images for the website.
- Highly motivated and committed

Membership & Alumni Officer

The Alumni component was new in 2006-2007, in order to benefit from and keep in touch with the 400+ people who have been part of SAFAD over the years!

1. Duties and Responsibilities

Membership

- Maintaining the student membership database and ensuring members are kept well-informed of SAFAD events and opportunities
- Maintain staff and external membership database and ensuring members are kept informed of SAFAD's achievements and events.
- Further improve SAFAD's approach to members by working closely with the Fundraising VP regarding individual donors

Alumni

- Develop Alumni strategy with the assistance of Dot Hill (Cranfield Alumni Officer) including the identification of key areas for Alumni involvement and alumni profile maintenance
- Develop Alumni database and start building it up
 - Work closely with Publicity Officer (website) in order to retrieve and maintain Alumni information
 - Ensure compliance to Data Protection Act and other legal issues regarding information storage and protection

2. Time commitment

- 2+hrs per week

3. Skills and qualities desired

- Good communication skills
- Proven organisational abilities
- Ability to hold a representative role for SAFAD to members and Alumni
- Good team worker