

International Drug Policy Consortium (IDPC)

UK Director Person Specification

IDPC Consortium (a UK registered not-for-profit company) is seeking to appoint a UK-based member of the Board of Directors to take up position in May 2018 and who will be available to attend the next face-to-face meeting of the Board of Directors in Bangkok, Thailand from the 9th – 12th July 2018. This is an unpaid, volunteer, non-executive position.

- 1 The following skills/experience, at a **senior level**, are **required**. Senior level will be broadly indicated by having worked professionally or at senior management level in business, the public sector or the third sector:
 - **Financial** (and ideally in relation to **not-for-profit sector finance**). Relevant skills/experience might be found, for example, in a person who is a qualified accountant or who has undertaken a finance role within a charity or other third sector organisation.
 - Knowledge and understanding of **UK company law** and compliance issues.
 - Ability to communicate and work in English, as this is the working language of the Board.
- 2 It would be **desirable** for the post holder to also have one or more of the following areas of skill/experience:
 - Fundraising, especially not-for-profit fundraising.
 - Experience of working with international organisations and/or international networks.
 - Experience and/or demonstrable understanding of policy advocacy work as it relates to drug policy reform and ensuring respect for human rights.
- 4 Applicants must be able to demonstrate a commitment to IDPC's Policy Principles: <http://idpc.net/policy-principles>.
- 5 Applicants must be able to demonstrate the following:

- Some skill or experience in strategic planning, setting targets, and monitoring and evaluating performance.
 - Good organisational and communication (oral and written) skills.
 - Experience as a member of a management committee or a governing body (for example, as a charity trustee, a company director, or a member of a public sector board); or helping to run a voluntary organisation).
- 6 IDPC's Board of Directors meets once a year face-to-face, with the location of this meeting usually agreed well in advance. Attendance at such meetings in person is expected, with reasonable travel costs reimbursed, although exceptionally participation remotely is possible.
- 7 Board meetings are generally held four times a year (every quarter) with meetings other than the face-to-face meeting taking place via conference call.
- 8 The successful applicant is expected to sit on the organisation's new Finance and Resources Committee (see attached ToR), and ideally to chair it.
- 9 The term of appointment for a Director is three years. All Directors are eligible for reappointment for one further term of office.
- 10 Applicants must satisfy the statutory requirements to be a UK company director.

April 2018