

Centre for Global Education seeks new Management Board Members



The [Centre for Global Education](#) is a development non-governmental organisation (NGO) based in Belfast. We provide training and resources on global issues in the formal and informal education sectors. Our aim is to enhance public understanding of the underlying causes of poverty and injustice at local and global levels, and support action toward positive social change.

The Centre's Management Board is currently inviting expressions of interest to appoint up to four new members with skills and experience in the following areas: human resources, charitable governance, management, local / global poverty, injustice, and global education. An interest or previous experience in global education is essential for our Board members. This is a good opportunity to learn more about the governance and operations of a development NGO and about global issues.

The time commitment in joining the Board should not be onerous. Board meetings are bi-monthly (6 meetings per year), usually held on Tuesday evenings at 5.30pm with a maximum duration of 2 hours. They are presently organised on Zoom. Workload between meetings is light and mostly involves reading and responding to e-mail correspondence. The average tenure of Board members is three years but increases to four years for office bearers (Chair, Secretary, Vice-Chair and Treasurer),

If you are interested in becoming a CGE Management Board member please send a CV and a letter expressing your interest in joining the Board, setting out your relevant experience. Please send by e-mail to Director, Stephen McCloskey at stephen@centreforglobaleducation.com. Please note that this position is voluntary and non-remunerated. Details on the role of a Management Board member are attached. For further information please phone Stephen on (028) 90241879.

Management Board Members' Roles and Responsibilities

Who can become a charity Management Board member?

Anyone may become a charity Management Board member provided they are over 18 and are not disqualified under the Companies (Northern Ireland) Order if the charity is incorporated. In the case of the Centre for Global Education, Management Board members are co-opted by the existing Board members.

Legal duties of Management Board members

Management Board members have full responsibility for managing their charity and must:

- (1) Act together and in person and not delegate control of the charity to others (they may be able to delegate aspects of the work to others, but these others must remain under the charity trustees' control).
- (2) Act strictly in accordance with the charity's governing document (ie its constitution/ Memorandum and Articles of Association/ strategic plan).
- (3) Act in the charity's interests only and without regard to their own personal interests.
- (4) Manage the charity's affairs prudently and take a long-term as well as a short-term view.
- (5) Not (without explicit authority) derive any personal benefit or gain from the charity of which they are charity trustees.
- (6) Take proper professional advice on matters on which they are not competent. In managing the charity's finances, Management Board members must:

- Make sure that effective systems are in place for the handling of monies and the operation of bank accounts.
- Make sure that all the charity's property is under the control of the charity trustees.
- Make sure that the charity's accounting records show clearly at all times the amount of funds held for different purposes.
- Make sure that full and accurate accounting records and the state of the finances are reported regularly to Management Board meetings.
- Remember that all the Management Board members are responsible for the finances of the charity and not just the Treasurer – charity trustees should know and understand the financial position of the charity.
- Management Board members must spend the charity's income solely for the purposes (objects) set out in the charity's governing document.

If the charity needs to employ staff:

- (1) Each employee should be given a proper contract of employment and a written job description making clear the extent of his or her authority to act on behalf of the charity.
- (2) Ensure that the charity complies fully with employment law. Advice is available from the Department of Enterprise, Trade and Investment (DETI), the Equality Commission, NICVA, the Labour Relations Agency and Trade Unions.

If the charity raises funds by appealing to the public, in the interests of good practice, it should:

- (1) Make sure that the appeal properly describes what the donations will be used for.
- (2) Be open and honest if asked about the costs of the appeal.
- (3) Not use fundraising methods which exert undue pressure on people to give.
- (4) Approve in advance any fundraising or advertising campaign carried out on the charity's behalf by a commercial organisation.
- (5) Adhere to the Dóchas [Code](#) of Conduct on Images and Messages so as not use sensationalist or stereotypical images in public advertising.

Management Board members will put themselves at risk of personal liability only if they:

- (1) Cause loss to the charity by acting unlawfully, imprudently or outside the terms of the charity's governing document.
- (2) Commit the charity to debts which amount to more than its assets.

For persons thinking of becoming Management Board members

You should become a Board member only if you:

- (1) Are prepared to give the necessary time and effort to the management of the charity.
- (2) Can help the charity achieve its aims through your expertise or commitment.
- (3) Understand and accept that trusteeship carries legal duties and responsibilities.
- (4) Are over 18 years of age.

Before you first become a charity trustee you should:

- (1) Study the charity's memorandum and articles of association to learn about its purposes and administrative procedures. These can e-mailed.
- (2) Study the charity's [strategic plan](#) to learn about its short-term and long-term objectives.
- (3) Study the charity's most recent [annual report](#) and audited accounts to learn about the charity's finances and policies.

Strategic Plan Summary

CGE's [strategic plan](#) (2020-22) aims to sustain the Centre's delivery of core services while, at the same time, supporting new areas of work that will advance our Vision and Mission. The plan has four Focus Areas that reflect the breadth of our work and the extent of our ambition over the coming three years. These areas are: Formal Education; Civil Society; the Development Education Sector; and Organisational Development. Each Focus Area has Intended Outcomes and Key Work Areas which will frame our activities in each year of the plan. We have also included an Implementation Plan that provides detail of the activities planned for 2020. The Strategic Plan includes provision for an annual strategic review to assess our performance in delivering the plan each year. The Strategic Plan opens with a brief description of the Centre's work and is followed by our Vision Statement, Mission Statement, and Values and Principles.

Centre for Global Education (CGE) has four Focus Areas with related Outcomes and Key Work Areas. They are as follows:

Focus Area One: Formal Education

Intended Outcomes:

- Teachers will have increased understanding of the values and benefits of global learning;
- Teachers will have increased capacity to deliver high quality global learning;
- CGE will have increased ownership of our global learning Continuing Professional Development (CPD);
- CGE will enhance understanding of global learning in the higher and global education sectors;
- CGE will strengthen the academic credibility of global learning in the tertiary education sector, locally and internationally.

Key Work Areas:

- To deliver global learning in schools;
- To identify and promote relevant education resources for use in schools;
- To publish *Policy & Practice: A Development Education Review* biannually;
- To seek collaborative working opportunities in the formal education sector beyond funded programmes.

Focus Area Two: Civil Society

Intended Outcomes:

- Civil Society* will have increased capacity to engagement with sustainable development, and local and global justice and equality issues;
 - Civil Society will have increased capacity to affect change;
 - Civil society will develop a critical understanding of global issues and contribute to sustainable development;
 - CGE will have increased strategic partnership working in civil society.
- Civil Society can include students, young people, older people, community groups, interest groups, businesses, councils, political representatives, trade union movement, and civil society festivals.

Key Work Areas:

- To seek strategic collaboration with other organisations in civil society;
- To communicate to target audiences in civil society using relevant and effective media;
- To use CGE's resource base and facilities for engagement, debate and activism.

Aim 3: The Global Education Sector

Intended Outcomes:

- The Global Education Sector will have increased capacity for education and social change;
- CGE will contribute to the increased sustainability of the Global Education sector;
- CGE will enhance the effectiveness of the Global Education sector;

- CGE will collaborate with networks and partners to increase financial support for the global education sector;
- CGE will work toward an improved policy environment for Global Education.

Key Work Areas:

- To enable and encourage Global Education practitioners to access *Policy & Practice*;
- To provide relevant training to Global Education practitioners and their target groups;
- To work collaboratively with relevant statutory bodies and non-governmental organisations (NGOs) to influence policy in regard to Global Education;
- To carry out research in Global Education.

Aim 4: Organisational Development

Intended Outcomes:

- CGE will have increased ownership of our schools' programme;
- CGE will have an increased profile and there will be an enhanced understanding of who we are and what we do;
- CGE will continue to support reflective learning;
- CGE will have increased resources and sustainability.

Key Work Areas:

- To seek diverse income streams for CGE activities;
- To promote our work and increase awareness of CGE through effective communication channels;
- To monitor and promote the impact of our work to stakeholders;
- To maintain and support the staff team;
- To ensure sound governance.