



## **Recruitment of three at-large members to the PBI International Council with skills/experience in field security, human resources, and legal compliance**

### **About PBI**

*"The physical presence of PBI at the human rights trial gave us the feeling of security and moral support. For us, and especially for the victims of torture, PBI's presence reminded us that the international community had not forgotten us." Maya, Legal Aid and Human Rights Association (PBHI), Indonesia*

PBI is an international NGO registered as a non-profit corporation in the US. PBI has been working to protect human rights and promote non-violence for the past 28 years. On request, we send teams of international volunteers to areas of repression and conflict to provide a protective accompaniment to local human rights defenders, civil society organisations and communities whose lives and work are threatened by political violence. Our work is based on the principles of non-partisanship and non-interference in the internal affairs of the organisations we accompany. We believe that lasting transformation of conflicts cannot be imposed from outside but must be based on the capacity of local people to build a genuine peace. The PBI model has proven that this external presence can deter violence and thus create greater space for local activists to carry out their work.

In addition to accompaniment, PBI also carries out workshops, training and peace education work, with the goal of strengthening local capacity for conflict transformation.

Further information: [www.peacebrigades.org](http://www.peacebrigades.org)

### **PBI structure**

The highest decision-making body of PBI is the **General Assembly (GA)** that meets every three years and is made up of representatives of PBI projects and country groups. The last GA took place in November 2008.

The **International Secretariat** is made up of the International Council, International Finance Committee, International Office and technical committees responsible for publications, personnel, gender and diversity, volunteer support, advocacy, fundraising and security. Together they are responsible for governance, management, strategic direction, coordination, finances,

fundraising, policy development and monitoring, organisational development and international publications.

The governing body of PBI is the **International Council** (IC) is made up of representatives of projects, the International Finance Committee, country groups and 3-4 at-large members. The IC is responsible for governance and management of the International Secretariat and projects and oversight of the implementation of strategic plans and policies determined by the triennial General Assembly. The London based **International Office** is staffed by four part-time workers responsible for organisational development, internal coordination, finances, publications and administration.

**Projects** in Colombia, Guatemala, Indonesia, Mexico, and Nepal carry out protective accompaniment, public relations, reporting, training and support for volunteers, advocacy, fundraising, collaboration with other organisations, and produce publications. Together with country groups they coordinate the building and activating of international support networks. The Indonesia Project also has a peace education programme and the Colombia Project provides workshops on social reconstruction.

**Country groups/associate groups** in 17 countries form the foundation of PBI and are responsible for recruiting and initial training of project volunteers, project support networks, advocacy, fundraising, publications, and raising PBI's profile and that of the organisations we accompany. PBI Country/associate groups are in Europe, Latin America, North America and Australia. They are registered as separate legal entities according to the laws of the countries in which they are based.

PBI currently has over hundred staff and volunteers working around the world, and an annual budget of approximately \$4.2 million.

### ***An exciting and challenging period ahead...***

2009-11 is an exciting and challenging period for PBI. Economic and political developments in Latin America and Asia are impacting significantly on the human rights situation in our Project countries. Similarly, our country groups are facing advocacy, fundraising and capacity challenges in Europe, North America, and elsewhere. Finally, following a comprehensive evaluation of our operations over the last three years, PBI is restructuring to strengthen the organisation to deal with the challenges facing us and the Human Rights Defenders, civil society organisations and communities that we accompany.

### **Recruitment of at large members**

PBI's bylaws state that the International Council (IC) is made up of one-third at-large members and two-thirds representative members. At-large members are defined as those who participate fully in all aspects of IC work and decision-making, but do not represent a specific PBI constituency. The current IC is made up five representatives of PBI country groups, five representatives of projects,

one at large member and one representative of the International Finance Committee who is also the treasurer.

Country group and project representatives on the IC have a dual role: they represent the perspectives of their constituencies as well as being responsible for the governance and management of PBI. At large members with specific expertise and without representative responsibilities play a key role in ensuring that the IC complies with its responsibility as the governing body responsible for the International Secretariat and the projects. In addition to being members of the IC they also participate in IC sub committees relating to their area of expertise. All IC members are automatically directors of PBI as a non-profit corporation registered in the State of Washington, USA.

The 2008 PBI General Assembly took a decision to restructure the PBI international structures to create a two bodies: one responsible for governance and the other with responsibility for operations. The final decision on restructuring will be taken by the IC in February 2010. For this reason the appointment of at large members will initially be for one year until December 2010.

### **Responsibilities of the IC**

Ensuring the PBI complies with legal requirements

Ensuring the implementation of decisions taken by the GA

Approving the opening and closing of projects

Management of International Secretariat and project staff and volunteers

Appointment of international committees

Approving organisation wide policies and changes to the internal rules

Oversight and monitoring of strategic planning

Ensuring cross organizational coordination

### **General Criteria for at large IC members**

#### **Essential**

- political awareness, familiarity with global issues relating to peace and human rights
- capacity to analyse complex situations
- commitment to and understanding of the principles, mandate and methods of PBI
- experience and commitment to working with groups

- skills and experience in the governance and managements of NGOs
- a sound understanding of strategic planning and oversight
- able to travel to and participate in a 6 day IC meeting once a year, and take part in monthly meetings by conference call.
- able to serve on the IC for at least 1 year
- able to commit an average of at least 10 hours per month
- fluency in English or Spanish and ability to read English

### **What you will get out of being a member of the International Council?**

- gain skills and experience of the governance and management of an international human rights organisation
- get an overview of the functioning of PBI as a whole
- contribute to setting and implementing the strategic direction of PBI
- work directly with a highly committed group of people dedicated to putting into practice the protection of human rights and promotion of nonviolence.

**Languages:** All IC meetings and conference calls are conducted in both English and Spanish with interpretation and translations provided.

**Expenses:** All communication, travel and other costs relating to carrying out IC and international committee work will be covered by PBI.

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### **Roles and criteria for specific at large positions**

#### **Security**

**Role:** In addition to being an at large member of the IC the person with security expertise will also play a key role in the Emergency Response sub committee responsible for the following:

- support field projects in improving and developing security plans, emergency protocols and risk assessment and monitoring their implementation
- identify and respond to emergency situations in PBI field projects
- creating and being part of effective decision making structures in emergency situations and liase with other relevant entities and resource persons

#### **Criteria:**

- experience of international NGO risk and security management
- experience in crisis management

- capacity to relate to and motivate local volunteers and staff in stressful situations

### **Human resources**

**Role:** In addition to being an at large IC member the person would also play a key role in the subcommittee of the IC responsible for personnel (IPC). This Committee is responsible for salaried staff and volunteers of the International Secretariat and projects and is responsible for ensuring that appropriate personnel policies and procedures are in place and monitoring implementation and advising the PBI International Council on personnel related issues.

**Criteria:** Skills and experience in human resources management of staff and volunteers.

### **Legal compliance**

**Role:** This person will have responsibility for legal oversight and internal and external compliance. This would include ensuring that there are policies, procedures and mechanisms for assuring compliance with legal registration, providing legal monitoring and oversight, and ensuring that the International Secretariat, projects and country groups comply with PBI's mandate, principles, bylaws and internal rules.

**Criteria:** Knowledge and experience of legal issues relating to the international development/human rights NGO sector