

Peace Brigades International (PBI) is looking for an International Council member with a background in financial management

What does PBI do?

PBI is an international, non-governmental organisation that combines working at grassroots, national and international levels to promote social justice and protect human rights. On request, PBI sends international volunteers to areas of repression and conflict to provide protective accompaniment for human rights defenders and communities whose lives and work are threatened by politically motivated violence. The purpose of PBI's presence is to deter potential attackers thereby creating a safe space to enable human rights organisations and communities to carry out their work. Physical accompaniment is backed up by regular dialogue with military and civil authorities, local and international NGOs, social organisations, the diplomatic community, and UN bodies. In 2009 PBI's 120 volunteers from 25 countries provided an international presence and protection to over 45 organizations in Colombia, Guatemala, Indonesia, Mexico, and Nepal. Integral to PBI's protection strategy are political support networks set up and activated by 16 country groups in North America, Europe, and Australia who are also responsible for recruiting and training volunteers, outreach, publicity and fundraising.

Further information: www.peacebrigades.org

PBI International Council

The governing body of PBI is the International Council currently made up of eight members representing PBI constituencies (Projects and country sections) and four at large members with expertise in legal issues, finance, and emergency response management. PBI is registered as a non-profit corporation in the State of Washington, USA. All IC members are automatically directors of the non-profit corporation.

In November 2008, the PBI General Assembly approved a PBI restructure to strengthen the organisation's governance and decision-making and the exercise of due diligence. A key part of the restructure is the separation of the existing International Council, which has both governance and operational responsibilities, into two bodies: a governance council consisting of up to ten people with expertise in governance related responsibilities, and an operations council made up of representatives of PBI projects, country groups and the International Office.

In the transition period we are moving towards the implementation of the new structure by recruiting new members with human resources, strategy and financial expertise in order to strengthen the existing International Council. A final decision on the restructure design together with the corresponding changes to the bylaws and internal rules will be taken at the next General Assembly due to take place in November 2011.

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1. Responsibilities of the International Council

- 1.1. Ensure the conduct and activities of the organisation are consistent with and advance PBI's mission and articulated norms, as well as the strategic directions given by the General Assembly.
- 1.2. Ensure PBI fulfills its legal and ethical obligations.
- 1.3. Provide continuity for the management and the implementation of PBI's policies.
- 1.4. Develop, for decision-making by the General Assembly, global plans to advance PBI's mission.
- 1.5. Maintain oversight of progress towards achievements of PBI's mission and global strategies.

- 1.6. between GAs, monitor the strategic direction approved by the GA.
- 1.7. Monitor and evaluate PBI's performance.
- 1.8. Engage and hold the entities and their staff accountable for the operations.

2. Additional responsibilities of IC member (treasurer) with expertise in financial management

- 2.1. Being assured that the financial resources of the organisation meet its present and future needs
- 2.2. Keeping the International Council informed about its financial duties and responsibilities
- 2.3. Sitting on appraisal, recruitment and disciplinary panels as required
- 2.4. Where external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented

3. With International Finance & Audit Committee

- 3.1. Ensuring that the charity has an appropriate reserves policy
- 3.2. Ensuring that appropriate accounting procedures and controls are in place
- 3.3. Ensuring the organisation's compliance with legislation
- 3.4. Ensuring equipment and assets are adequately maintained and insured
- 3.5. Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies - this includes the IRS and UK Companies House
- 3.6. Monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities

4. With the International Finance Manager

- 4.1. Overseeing and presenting budgets, accounts and financial statements to the IC
- 4.2. Liaising with any paid staff and volunteers about financial matters as necessary
- 4.3. Advising on the financial implications of the organisation's strategic plans

5. 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 a minimum of one year
- ✓ able to commit an average of at least 10 hours per month
- ✓ must be a qualified accountant (ACA, ACCA or CIMA)
- ✓ substantial experience in non- profit/charity finance
- ✓ fluency in English

An ability to read Spanish would be an advantage

6. 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.
7. **Languages:** All IC meetings and conference calls are conducted in both English and Spanish with interpretation and translations provided.
 8. **Expenses:** All communication, travel and other costs relating to carrying out IC and international committee work will be covered by PBI.

Please send your CV and a statement explaining why you would like to serve on the IC, to Jacqueline Nightingale, PBI International Office, finance@peacebrigades.org by **17 January 2011**

For further information about PBI see **www.peacebrigades.org**