



Recruitment of new members for the International Council | Application Deadline: 30 June 2014

PBI's International Council (IC) is made up of a maximum of 13 members with a combination of expertise related to its governance responsibilities. We are currently recruiting new IC members with a combination of the following skills and experience gained in PBI and/or in other organisations:

- Finance
- Human resources
- Legal
- Gender and diversity
- Strategy development
- Fundraising
- Previous involvement in PBI projects and country groups
- Facilitation
- Consensus decision-making
- Dispute resolution

We are especially keen to hear from individuals with the above experiences who are located in countries where PBI is currently working and/or who have Spanish language skills.

1. Organisational overview

Peace Brigades International (PBI) is a non-governmental organisation, which protects human rights and promotes nonviolent conflict transformation. PBI provides protection for threatened human rights defenders and displaced communities striving to promote social justice and human rights in areas of violent conflict.

PBI currently has field operations in Colombia, Guatemala, Honduras, Kenya, Indonesia, Mexico and Nepal. PBI project work is supported by an international coordinating office based in London and a network of 12 country groups, who carry out volunteer recruitment, advocacy and fundraising. PBI uses a non-hierarchical model of organising and decisions are taken by consensus. For further information see www.peacebrigades.org.

The highest decision-making body of PBI is the General Assembly (GA), made up of volunteers and staff from across PBI. The GA meets every three years and makes key strategic decisions. The next GA will be in Europe in early November 2014.

Between General Assemblies, key decision-making bodies of PBI are:

- The International Council (IC), which is made up of independent board members appointed by the General Assembly and is responsible for governance;
- The International Operations Council (IOC), which consists of staff from across PBI and is responsible for operational oversight.

Both councils meet annually face to face and monthly by conference call. They are supported by staff at PBI's International Office (IO) and by committees and working groups whose members have specialist expertise and responsibility for particular areas of governance and operations.

The IC is the oversight entity for the whole organisation and legally responsible for the operations of the International Secretariat (ISEC) and projects. However, many of the responsibilities of the IC are delegated to the IOC, IO, committees, working groups and projects.

The key functions of the IC are to ensure the following:

- That the conduct and activities of PBI are consistent with and advance PBI's mission, norms, and strategic directions given by the GA
- That PBI fulfills its internal and external legal and ethical obligations
- That an organisational structure is in place to carry out the governance, management and operations of PBI
- That global plans are developed based on consultation with all PBI entities and presented to the GA for decision
- That mechanisms are in place to monitor and evaluate strategic and operational plans and budgets
- That all entities have budgets, financial management and operational plans in place and that they are regularly monitored
- That policies and procedures are in place and monitored to comply with legal and ethical responsibilities for ISec and project staff and volunteers

2. Legal structure

PBI was registered in 1982 as a non profit corporation in the State of Washington, USA. Our 501(c)(3) registration number there is 91-1179750. All IC members are directors of the PBI non-profit corporation registered in the State of Washington, USA, and also of the PBI foreign company, number FCO19368, registered in the United Kingdom.

PBI has sixteen legally separate country groups in Europe, the Americas and Australia who undertake advocacy, volunteer support and fundraising and play an integral role in meeting the aims and objectives of the global organisation.

3. Criteria for IC members

3.1 Essential – general

- skills and experience in the governance and management of NGOs
- political awareness and familiarity with global issues relating to peace and human rights
- skills in political analysis and capacity to analyse complex situations
- commitment to and understanding of the principles and mandate of PBI
- experience of and commitment to working with multi-national groups
- a sound understanding of strategic planning and oversight
- able to travel to and participate in a six day IC meeting once a year, and take part in monthly meetings by conference call
- able to serve on the IC for three years
- able to commit an average of at least 10 hours per month
- fluency in English or Spanish (able to read English)

3.2 Information relating to specific IC roles

All members of the IC take on specific responsibilities to support the function of the entire council and organisation at large.

❖ Finance expertise

In addition to being a full member of the IC, the person with finance expertise will support the Treasurer and participate in the Finance & Audit Committee. This Committee has oversight responsibilities for budgeting, finance reporting and management across the organisation. This group advises the IC on issues of financial accountability and proposes policies and procedures for best practice.

Skills and experience required: financial management in international NGOs and/or accountancy expertise. We would especially welcome someone with an accountancy qualification in the USA.

❖ Human resources expertise

In addition to being a full IC member, the person with human resources expertise will also play a key role in the Human Resources subcommittee of the IC. This Committee has oversight responsibility for salaried staff and volunteers of the International Secretariat and projects, ensuring that appropriate personnel policies and procedures are in place and monitored, and providing advice and support to the IC on personnel related issues, in particular legal compliance in employment matters and handling personnel disputes.

Skills and experience required: human resources management of NGO staff and volunteers.

❖ Gender and diversity expertise

PBI recognises that sexism, racism, homophobia, classism and other forms of systemic discrimination and oppression are the sources of violence both in the world and within our organisation. For this reason, PBI puts emphasis on addressing these issues in our work and in our internal and external relations. In addition to being an IC member this person will play a key role in PBI's Gender and Diversity Committee, guiding the organisation in the mainstreaming of gender and diversity considerations internally and the further development of a gendered approach to our protection work.

Skills and experience required: A clear understanding of multiple oppressions with specific understanding of and expertise in gender issues.

❖ Legal expertise

In addition to being an IC member, the person with legal expertise will also play a key role in the Legal Committee. This Committee advises the IC on legal oversight on matters related to external and internal compliance across the organisation.

Skills and experience required: A legal background is essential. In addition it is desirable that candidates should have an understanding of legal obligations of international NGOs with operations in a number of countries and a legal background in human resources and/or legal registration.

❖ PBI project and country group experience

According to the PBI bylaws the IC is made up of a mixture of people with PBI experience in country groups and projects and experience gained outside PBI. The overall composition of the IC should also be informed by gender, diversity and language considerations.

Skills and experience required: Experience in a paid or volunteer capacity in a PBI project or country group. We would particularly encourage applications from Spanish speaking entities of PBI.

❖ Strategy expertise

In addition to being an IC member the person will also play a key role in the Strategic Development Committee (SDC). The SDC takes the lead in developing and monitoring the global strategic plan, monitoring the implementation of the strategies of PBI entities, and advising on issues of strategy more generally.

Requirements: extensive skills and experience in strategic planning for field-based international organisations

❖ Fundraising expertise

In addition to being a full IC member, the person with fundraising expertise will be a link person to the Fundraising Working Group and will support the IC with fundraising strategy and practice.

Skills and experience required: fundraising experience, ideally including experience in some or all of the following areas - developing fundraising diversification strategies, fundraising from trusts and foundations, fundraising from institutional donors, major and individual donors, engaging boards and volunteers in fundraising.

❖ Convening expertise

In addition to being a full IC member, the person with convening expertise will provide facilitation on conference calls and will support the IC with the coordination of the agenda.

Skills and experience required: convening skills, ideally including a history of chairing a board or committee, and with demonstrated experience managing complicated debates.

4. IC conference calls and meetings

The IC meets on the last Wednesday of each month by conference call. In addition there is an annual face to face meeting lasting six days. It is highly recommended that all IC members attend this meeting. The next meeting will be attached to the GA, which will take place in Spain.

5. What you will get out of being a member of the International Council?

Past and current members of PBI's IC will not deny that being on the IC is sometimes intense and occasionally demanding, as anyone who works in human rights would understand. However, the IC is also a space filled with intellectual stimulation and meaningful debate with worldly and engaged colleagues. It is a special opportunity to be part of the decision-making that manages the present and helps shape the future of a global human rights and peace building organisation. As an IC member, you can expect to:

- ✓ gain skills and experience in the governance and management of an international human rights organisation
- ✓ gain an understanding of and contribute to the strategic direction and functioning 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

6. Languages

All IC meetings and conference calls are conducted in both English and Spanish (when necessary) with interpretation and translations provided.

7. Expenses

IC members are all volunteers and receive no remuneration. Communication, travel and other costs incurred while carrying out IC and international committee work will be covered by PBI.

Applications: Please send your CV and a brief statement declaring why you would like to serve on the IC and how you meet the criteria to: Jacqueline Nightingale, finance@peacebrigades.org, by **Monday 30 June 2014**

Shortlisted candidates will be invited to interview with representatives of PBI's councils in July 2014. We expect to appoint new members for approval at the GA in November 2014. We regret that we will not be able to respond to unsuccessful applicants.