

ROLE DESCRIPTION AND TERMS OF REFERENCE

Board of Trustees Purpose: is to lead, direct, monitor the activities of the Sustainability Leadership Kosova (SLK), that its mission and objectives can be achieved; and to formulate organisation's strategy, ensuring that the SLK is guided by a common set of objectives and values. Most importantly, individual members must perform their jobs competently and efficiently while being able to work well with other board members and establishing a healthy and responsible working relationship with them.

Trustee's Role: As a representative of the SLK community to be the main force pressing the organisation to the realisation of its opportunities for service and the fulfilment of its objectives to the organisation's users, staff, volunteers, funders and wider community.

Responsibilities

Planning:

- Approve the organisation's mission statement and review the staff's performance in achieving it;
- Annually assess the changing environment and approve the organisation's one-year plan;
- Annually review and approve the organisation's one-year strategy;
- Review and approve the organisation's five-year financial goals;
- Annually review and approve the organisation's budget;
- Approve major policies;

Organisation

- Recruit, appoint, evaluate, monitor, appraise, advise, stimulate, support, reward the members of staff;
- Regularly discuss with the Chief Executive matters that are of concern to him/her or to the Committee;
- Be assured that management succession is being properly provided;
- Be assured that the organisational strength and staffing is equal to the requirements of the long-range goals;
- Approve appropriate salaries, terms and conditions of service for all staff;
- Put forward names of prospective members of the management committee and fill vacancies as needed;
- Annually approve the performance of the Board of Trustees and take steps (including composition, organisation and responsibilities) to improve its performance.

Operations

- Review the results achieved by the staff team in relation to the organisation's aims and objectives, annual and long-term goals and the performance of similar projects;
- Be certain that the financial structure of the organisation is adequate for its current needs and its long-term strategy;
- Provide candid and constructive criticism, advice, comments and praise;

Making Kosova a global example of a society that is sustainable, healthy, fair and prosperous

- Approve major actions of the organisation, such as capital expenditure on all items over authorised limits and major changes in activities and services.

Audit

- Be assured that the Board is adequately and currently informed – through reports and other methods – of the condition of the organisation and its operations;
- Be assured that published reports adequately reflect the nature of the services and the financial condition of the organisation;
- Ascertain that the Chief Executive has established appropriate policies to define and identify conflicts of interest throughout the organisation and is administering and enforcing those policies;
- Appoint independent auditors subject to approval by members;
- Review the compliance with relevant laws affecting the organisation;

Other responsibilities:

To participate in four annual meetings which will be arranged with at least a two-week's notice. These meetings will be carried out via skype, zoom or google hangout.

I, _____, as a member of the SLK's Board of Trustees commit to the aforementioned responsibilities. I also agree to give appropriate notice of resignation should circumstances prevent me from doing so.

Name _____

Signature _____

Date _____