

People & Planet Volunteer role description

- Volunteer Title:** Management Committee Member
- Volunteer Purpose:** To be collectively responsible for the governance of People & Planet and ensure that it is effectively and properly managed

Background

People & Planet's goal is that a generation of student activists will be a force for change in achieving global social and environmental justice. We will achieve our goal by:

- supporting and inspiring students to develop the knowledge, skills, confidence and conviction that they can make a difference
- bringing about long-lasting change, in policies and practices, by campaigning and collective action

We work with the largest campaign network of student groups in schools, colleges and universities in the UK.

People & Planet is registered as a not-for-profit company and is governed by a Management Committee. The Management Committee currently has 6 student members and 2 non-student members with skills and experience relating to campaigning, fundraising and management. People & Planet staff work in thematic teams: Outreach, Campaigns, Fundraising and a multi-disciplinary Support Team.

In 2008 there are four vacancies for sixth form or university student members who will start in July and stay in post for one or two years. The Management Committee meet four times each year, usually in Oxford or London. Sixth form students have been under-represented on the Management Committee so we particularly encourage applications from members of People & Planet groups in schools and colleges. This is part of our wider aspiration that the diversity of our Management Committee should reflect the diversity of the student network they are working for.

Training and support

Volunteers are an important and valued part of People & Planet. Management Committee members play a critical role, taking responsibility for the governance of People & Planet and ensuring that it is effectively and properly managed. We will do our best to make volunteering with us as enjoyable and rewarding as possible.

You will receive a thorough introduction to the work of People & Planet, its staff and your volunteering role. Informal handover will take place between March and July, including a meeting with the current Management Committee in March. Formal training and induction will take place in Oxford on the weekend before the Summer Gathering event at the start of July. It is important that you can attend these training and induction sessions. You will receive ongoing support from People & Planet staff and Management Committee members.

People & Planet will reimburse all reasonable expenses associated with the role (e.g. travel costs).

Principal responsibilities of the Management Committee

- To ensure the organisation complies with People & Planet's objects, policies and the law and to ensure that sound policies, procedures and systems are in place to meet best practice and to attain the objects of the company.
- To ensure that People & Planet has the systems and capacity to provide proper accounts to all funders and regulatory authorities, produce annual accounts and to submit them on time.
- To approve key organisational policies and procedures and ensure that they are consistent with the Memorandum of Association and be responsible for the determination of long-term strategy.
- To ensure that the necessary funding for the work of People & Planet is secured.
- To approve the annual budget for People & Planet and ensure that the systems are in place to meet contractual obligations including tenancy, funding contracts and employment.
- To be responsible for the management of the risks associated with the operations of the organisation and ensuring that appropriate policies, such as Child Protection, and contracts, such as insurance policies, are in place.
- To monitor and evaluate performance against approved plans and budgets.
- To seek professional advice where necessary and to keep up-to-date with legislative and other requirements.

Responsibilities of student Management Committee members

- To be fully committed to the aims and objectives of People & Planet and to act in the best interests of the organisation.
- To commit time and energy to the work of People & Planet at a national or regional level; and specifically to attend Management Committee and other meetings at least 4 times per year.
- To support all decisions once they have been agreed and to respect the confidentiality of Management Committee discussions.
- To focus on specific areas of People & Planet's work for a period of at least 1 year and to provide particular support and get involved with initiatives and work as agreed with an assigned contact at the People & Planet office (ie: Campaigns, Fundraising or Outreach).
- To be approachable and to actively seek the perspectives of students in the People & Planet network.
- To try to communicate and represent the perspectives of a broad range of students and People & Planet groups at the Management Committee meetings.
- To communicate Management Committee discussions and decisions in an accessible and appropriate way to the rest of the student network.
- To take on responsibility for particular areas of research or thinking between meetings
- To understand the importance of and encourage fundraising from students in the network.

Differing focus area of MC members

The MC once elected will decide on their individual focus areas for the year ahead. These could include the following positions as guidelines:

Campaigns

- To make sure P&P campaigns have the biggest impact possible with a strong strategic direction
- To make sure Network members are involved in the planning and implementation of campaigns
- To input into strategic campaign planning

Fundraising

- To actively push the fundraising message out to the Network to be able to maintain its independence and to be able to run new and exciting campaigns.
- To work with our Fundraising Officer to come up with plans to raise lots of cash.

Communications and group support

- To build networking and helping promote the role of the Management Committee to the Network
- To be involved in the strategic planning of new communication tools such as Web 2.0 (social networking, blogs, video etc.)

Network democracy

- To build democracy in the P&P Network through strengthening existing democratic structures like the Forum
- To visit regional events to promote the MC
- To encourage students to stand in the MC elections at the yearly democratic event, The Forum.

Elections and how to stand

Fill out a nomination form and email it to us by **midnight on Friday 27 February 2009**. The nomination form includes space for a short personal statement. You will also need to send us a photograph of yourself to go on the website next to your statement and find another P&Per (i.e. someone in your group) who will second your nomination.

At The Forum, each candidate will give a short speech and there will be a chance for further questions from attendees at the event.

The election will take place on the Saturday of The Forum, using the Single Transferable Voting (STV) system. This is the system recommended by the Electoral Reform Society as the best for elections where candidates are being elected to multiple vacancies.

For more information about the work of the Management Committee over the last year see <http://peopleandplanet.org/ManagementCommittee/> and read the blogs from recent meetings.

If you have any questions please contact Harry Day at harry.day@peopleandplanet.org or on 01865 245 678.

For more information please see:

<http://peopleandplanet.org/elections>