

Recruitment of New Trustees for Survivors Fund (SURF)

Recruitment

Survivors' Fund (SURF) is seeking new Trustees. We are particularly keen to recruit Survivors of the Genocide against the Tutsi in Rwanda to ensure that our Board represents our principal demographic that we support. The initial commitment is for a three-year term. The Board meets four times a year virtually and in London, so trustees can be based anywhere. Currently we have ten Trustees based in the UK, Rwanda and the USA.

Mission

Survivors Fund (SURF) works to rebuild the lives of survivors of the genocide against the Tutsi in Rwanda. Our vision is a world where survivors are respected and integrated.

Based in Kigali, our small team works with several partner organisations to provide support and services to survivors and their dependants.

Our work includes:

- helping survivors and vulnerable people to find long-term work
- supporting successful income-generation projects and entrepreneurship
- helping vulnerable people to access support such as trauma counselling, care of older people and prevention of violence
- providing education for orphaned survivors and children born of rape, with a focus on technical and vocational training
- helping survivor organisations to become financially secure for the long term
- enforcing the rights and legal representation of survivors and vulnerable groups.

And we work under a set of guiding principles:

- Our commitment to survivors, vulnerable people and survivor organisations is long term.
- Our response to the priorities of survivors and the most vulnerable will always be independent.
- We help build up survivor organisations so they can become strong players in Rwandan society.
- To ensure survivors are included in government programmes and policies that alleviate poverty.

Our programmes are co-designed and delivered by survivor-led organisations including [Association of Widows of the Genocide \(AVEGA\)](#), the [National Survivor's Association of Graduate Students \(GAERG\)](#) and the [National Student's Association of Survivors \(AERG\)](#) with support from Survivors Fund (SURF).

Our partners help us identify which vulnerable groups we should prioritise in our work. And though many of our partners were initially set up by and for survivors of the genocide against the Tutsi, they now help other related vulnerable persons including:

- Children born to women survivors raped during the genocide against the Tutsi
- Children born to survivors of the genocide against the Tutsi after 1995 (second-generation survivors)
- Children infected and affected by HIV and AIDS
- Disabled and older people living in survivor-headed households.

You can learn more about our plans ahead in our [Strategic Plan 2024-28](#).

Job description for Trustees

For Everyone:

To govern, directing and controlling the organisation through collective decision making. This is a mandatory requirement of everyone on the Board.

To be agreed when joining the Board:

- To be a pool of expertise and advice i.e. making advice and expertise available to the Board, staff and volunteers in accordance with relevant knowledge, skills and experience.
- To manage one or more staff, volunteers or projects, if appropriate.
- To do work (answering correspondence, filling out grant applications, sitting as a representative on outside bodies etc.), if appropriate.

The Governance role:

Together the Board must fulfil the Core Governance Functions:

- Determine Mission and Strategy – setting the organisation’s direction and determining how it will get there.
- Accountability – being held to account for the actions of the organisation and holding those who carry out the work (staff and/or volunteers) to account.
- Look after the Board – ensuring Board renewal (recruitment, induction and retirement), effective decision making and information sharing processes, positive group dynamics, and reflection, learning and development for the Board as necessary.
- Safeguard assets – acting as custodian of the assets, tangible (money, property, etc.) and intangible (organisation’s reputation and name), ensuring that assets are used appropriately and constitutionally. Ensuring that there are sufficient assets for the organisations survival.
- Linking the organisation to its stakeholders in Rwanda and the UK, including funders, partner organisations and survivors.
- Recruit, appoint, employ, support, monitor (and, if necessary, dismiss) the director.

Conduct (legal)

Board Members are required to abide by our code of conduct which includes:

- Active participation – Board members cannot be dormant or ‘sleeping’; all are liable for the decisions made at quorate meetings or where responsibilities are devolved.
- Act jointly – Decisions are made corporately; an individual has no powers on their own unless they have been specifically given them by the Board and minuted at a meeting.
- Act constitutionally (and within the law) – Board members must act within the powers and objects (remit) set out in the SURF constitution. Including following the constitution on how meetings are run and how the Board is recruited.
- Act in the interests of survivors.
- Act reasonably and honestly.
- Duty of care – act prudently and reasonably.
- Delegated control – everything can be delegated except the power of delegation, but the Board remains responsible and accountable.
- Not benefit personally – unless allowed specifically in the constitution or by law and agreed and minuted at a Board meeting.
- Avoid conflict of interest – manage actual conflicts of interest through a written process/policy and elsewhere avoid the appearance of conflicts of interest.

Conduct (practical)

Board Members should:

- Strive to attend all meetings, sending apologies to the chair for necessary absences.
- Prepare for the meeting by reading the agenda, papers and emails before the meeting.
- Talk to the chair before the meeting if you need to clarify anything.
- Arrive on time. Stay to the end.
- Participate fully in the meeting;
- Help others concentrate on the meeting. Discourage side conversations.
- Have the best interests of the organisation/beneficiaries in mind at all times.
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

Qualities

Essential:

- Have a commitment to the organisation and its aims.
- Have a willingness to devote the necessary time and effort.
- Possess good judgement and independence of mind.
- Show a willingness to work collectively as part of a group.
- Ability to engage with and empathise with survivors of the genocide against the Tutsi;
- Able to think and plan strategically;
- Possesses tact, diplomacy and powers of persuasion;

Desirable:

- Able to make introductions to potential funders.

Further information

Please contact Sam Hunt, Chair of Survivors Fund (SURF) at [sam.hunt\(at\)sky.com](mailto:sam.hunt@sky.com)