

Mines Advisory Group (MAG)

Appointment of Treasurer

Appointment Details – September 2022

MAG
saves lives builds futures


MAG



A Note from the Chair

Dear Potential Applicant,

Thank you very much for your interest in becoming part of MAG's governance.

MAG is a very special humanitarian organisation with a long-term commitment to support the millions of women, men, girls, and boys affected by violence, conflict and instability. We don't hear enough from these survivors who often face deadly risks to their lives and livelihoods for decades. Our work to help to make their lives safer involves clearing landmines and other explosives; weapons and ammunition management; risk awareness education; and advocating and influencing.

At the midpoint of 2022, MAG is currently delivering in more countries, with more people than ever before. In the first six months of 2022 our programme global outputs include: delivering more than 12,500 risk education sessions to more than 124,000 people; destroying more than 150,000 small arms and releasing more than 35 million square metres of land.

MAG is a very effective practical organisation, yet its impact goes way beyond technical achievements, setting communities free to develop socially and economically. Survivors I have met



talk about their joy and relief from fear when their communities are made safe, when children can play freely outside for the first time or go to school again without risk and when parents can develop their land, transport goods or generate opportunities that will build their future.

Across MAG, in the 32 countries where we work, national staff – who make up the great majority of MAG – will proudly tell you that they undertake this potentially risky work because they want to do something vital for their community and their families. The exceptional commitment of our staff and partners is inspiring. The determination that all MAG staff share across the MAG family is something our trustees cherish.

Communities around the world deserve so much better than to continue to live in fear of violence, conflict and instability. I am deeply proud of what MAG achieves. The whole Board wants to support MAG's work with communities and partners so that MAG achieves the greatest possible impact. Matters that arise can be challenging, exciting and fulfilling in equal measure.

Each of our trustees is highly engaged and brings something special to the collective and collegiate work of the Board and Leadership Team.

If you think you might be able to add insight, diversity and experience, if your interest is sparked as you read the pack, or if you have any questions, please get in touch.

With best wishes,

Julia Palca

Julia Palca
Chair of Trustees, MAG
September 2022





Who We Are

The Mines Advisory Group (MAG) is a global humanitarian organisation that changes and saves lives every single day. We have been operating for 33 years, delivering transformational change for some of the most vulnerable people in the world and in some of the most fragile places in the world.

We find and destroy landmines, cluster munitions and unexploded bombs in places affected by conflict. Since 1989, we have helped over 20 million people in some 70 countries rebuild their lives and livelihoods after war.

But still, every day, about 19 people are killed or injured by landmines and unexploded bombs somewhere in the world.

Tragically, over half of the civilian casualties are children.

Landmines and unexploded bombs don't just threaten lives. They also blight communities by hampering normal life. They prevent people from travelling safely to school, to the market, to health centres and to water sources.

Landmines mean impoverished communities that are recovering from conflict cannot access their land to grow crops and generate income.

Landmines deny already traumatised people who have been displaced by war the chance to return home safely.

Our staff and the communities where they work and from which they come are at the heart of everything we do.

We are determined to deliver a safe future for the women, men and children affected by violence, conflict, and insecurity.

We believe in a world where people can exist with dignity and choice, where their human rights are upheld and where they can live free from the fear from landmines, explosive remnants of war and the impact of small arms and light weapons and ammunition.

We believe this is a world worth fighting for.





Our Strategic Plan

The year 2021 represented the first full year of delivery of MAG's revised Strategic Direction which reduced our Aims from five to four. MAG's current Strategic Direction runs to the end of 2023 and work is underway to develop its successor.

Our 2020 mid-term review has resulted in a more clearly defined set of four strategic aims which focus on: what we do; our cross-cutting priorities; external engagement; and organisational effectiveness. These strategic aims represent inter-dependent building blocks of the overall MAG strategy and reflect our over-arching aspirations. Delivering on these Aims will enable us to fulfil our vision, mission, and ambition:

MAG's vision is a safe future for women, men and children affected by violence, conflict, and insecurity. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

MAG's ambition is to have the maximum positive impact on the maximum number of people by delivering the highest quality programmes and being the most influential mine action organisation. We will grow the scale of our own operations responsibly and sustainably and we will transform the impact of what we do by linking our work to that of others in related fields and influencing key decision-makers. We will be able to assess and measure the impact we are having.

1. MAG will deliver a global programme of action to reduce the impacts of Explosive Ordnance and Small Arms, Light Weapons and Ammunition.

2. MAG will be sensitive, responsive, and inclusive in the ways we work with each other, our partners, and the communities we support.

3. MAG will maximise the reach and impact of its work through external engagement and partnership.

4. We will be a well-managed, accountable, and sustainable organisation.


UKaid
from the British people



Our Diversity Goals

MAG's mission is driven by its staff, donors and the communities we work with around the world.

They have shaped MAG to be a global charity, made up of men and women from a huge variety of nationalities, ethnicities, experiences and faiths (and none); and socio-economic backgrounds, as well as people who bring their very individual and unique experiences.

The MAG Board believes reflecting this diversity in our leadership is an essential underpinning of strong governance and responsible decision making.

Therefore, in selecting Trustees, our aspiration is to meet the needs of MAG as a complex, global charity and ensure the individuals who make up MAG's Board collectively provide the diversity of skills, experience and backgrounds to reflect MAG, its work and its values.

We will continue to work on being more representative and inclusive whilst still ensuring we collectively provide the leadership and skills MAG needs to fulfil its mission and safeguard our communities.

We remain determined to better represent MAG as a global, diverse organisation on our Board.

We want to balance gender, age, disability, geography, experience, alongside very critical and specific skills expectations and people who bring diversity of thought and approach.

The MAG Board is currently focused on collectively achieving:

- a 50/50 balance of women and men;
- as far as our British-based Trustees, to be more representative of the ethnic and racial diversity of the UK where we are registered;
- having at least one (but preferably more) Trustees who have lived experience of the communities in which we are working; and
- reflecting the voices and experiences of different generations.


MAG



Our Trustees

MAG's Board of Trustees is responsible for the strategic direction of the organisation, whilst operational decision-making is delegated by the Board to the Chief Executive and MAG's Leadership Team, who coordinate and direct MAG's work worldwide.

Matters reserved for the Board are set out clearly and Trustees have established appropriate controls and reporting mechanisms to ensure that the Leadership Team operates within the scope of the powers delegated to it.

The delegation of authority from the Board to Leadership Team is reviewed at least annually alongside the Board Reserved Powers.

MAG takes a rigorous approach to Trustee recruitment, performance and development, and to the Board's conduct, and so the Board works as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.Trustees are selected and appointed in accordance with the regulations laid down by MAG's Articles of Association.

Our Board of Trustees

- Julia Palca, Chair
- John Malik, Vice Chair, and member of the Audit, Finance and Risk Committee (AFRC)
- Anthony Collier, Treasurer and Chair of the AFRC (retiring from the Board in July 2023)
- Judith Greenwood, Chair of the GNRC (Governance, Nominations & Review Committee); member of the Health, Safety, Security and Safeguarding Committee (HSC)
- Chris Kemp, Trustee and Chair of the HSC
- Jane Marriott, Trustee, and member of the HSC
- Frances Milner, Trustee, and member of the AFRC
- Khaleel Desai, Trustee and member of the GNRC
- Sonia Bate, Trustee and member of the GNRC
- Professor Bertrand Taithe, Trustee, and member of the GNRC
- Renata Dwan, Trustee
- Peter Jones, Trustee, and member of the AFRC
- Harbinder Kaur, Trustee and member of the GNRC
- Nesta Hatendi, Trustee and member of the AFRC and HSC


MAG
lives builds futures



The Role of Treasurer

MAG is now seeking a new Treasurer to join our passionate, dynamic, and collaborative board and help lead the organisation through the development of our next strategic plan. As a Trustee you will contribute to the development of MAG, by helping to shape the organisational strategy and monitor progress, and by ensuring that the charity pursues its mission, objectives, sustainability and duty of care to our people.

Trustees are responsible for providing appropriate oversight, governance, and leadership to the charity in the pursuit of its strategies to fulfil its charitable purposes.

The Treasurer will lead the trustees in the oversight of MAG's strategic financial management. While all trustees are collectively responsible for the management of MAG's resources, the Treasurer will act as the primary trustee in articulating the financial governance of the organisation and will play an active role in ensuring that all trustees are fully able to understand MAG's financial arrangements and contribute to financial discussion and decisions.

Key Responsibilities

In addition to those duties and responsibilities performed by all Trustees, the Treasurer will lead on:

- Overseeing, and presenting budgets, accounts, management accounts and financial statements to the board after discussion with the Director of Finance;
- Ensuring that proper accounts and records are kept, ensuring financial resources are expended and invested in line with MAG policy, good governance, legal and regulatory requirements;
- Being instrumental in the development and implementation of financial, reserves and investment policies;
- Liaising, where applicable, with the Director of Finance for the financial activities of the organisation;
- Chairing the Audit, Finance and Risk Committee in line with Terms of Reference, and reporting back to the board;
- Representing the Board in the appointment of the Director of Finance;
- Liaising with MAG's internal and external auditors where appropriate
- Monitoring and advising on the financial viability of the organisation after liaising with the external auditors;
- Creating, in liaison with the Director of Finance, sound financial instruments for the control of MAG's assets;
- Implementing and monitoring specific financial controls and systems and ensuring that they are adhered to;
- Advising on the financial implications of MAG's Strategic Plan;
- Liaising with the Director of Governance and Business Transformation, Company Secretary and Director of Finance to ensure that the annual accounts are compliant with the current Charities SORP;
- Work closely with any committee of the board;
- Maintaining sound financial management of MAG's resources, ensuring income and expenditure are in line with the MAG's charitable purposes;
- Reviewing and approving serious incident reports[1] for issue to the Charity Commission; and
- Providing leadership and support to the Director of Finance.

Person Specification: Overleaf

1 Theft, fraud or any other financial loss



Treasurer: Person Specification

The following characteristics, knowledge and experiences in addition to those required by all trustees, are essential for the role of Treasurer:

- A professional accounting qualification e.g., Association of Chartered Certified Accountants (ACCA)
- A good understanding of financial management and accounting
- Experience at senior level in a restricted model INGO
- Strong business and financial acumen

Time Commitment

Virtual attendance is permitted:

- The Board has four formal Board meetings a year and bi-annual Board away days.
- The Treasurer is Chair of the Audit, Finance and Risk Committee which meets quarterly.
- The Treasurer is expected to conduct regular meetings with the Director of Finance, and also represent MAG at various events and meetings with key stakeholders.
- The Treasurer will be expected to maintain regular communication with the MAG Officers, the Board, the Chief Executive, and other members of the Leadership Team.
- The Treasurer will be expected to attend ad-hoc meetings to discuss specific matters.
- The Treasurer will be expected to visit MAG overseas operations from time to time.



The Role of Trustee

Trustees are responsible for providing appropriate oversight, governance and leadership to the charity in the pursuit of its strategies to fulfil its charitable purposes.

As a Trustee, you will use your skills and experience to shape MAG's future direction to achieve our lifesaving mission.

Candidates will be required to execute the following core duties as part of the Board of Trustees:

- Set the strategy and undertake the strategic management of the organisation
- Lead MAG's drive for greater equity, representation and diversity across everything it does
- Ensure that MAG complies with its set of Articles of Association (AoA) and all applicable legislation and regulations
- Ensure that the organisation pursues its objects as defined in the AoA
- Ensure that the organisation applies its resources exclusively in pursuance of its objects
- Ensure the financial stability of the organisation
- Ensure that the risks facing the organisation are identified and that an appropriate risk framework is in place
- Ensure that proper accounting records are kept
- Ensure the effective and efficient administration of the organisation
- Protect and manage the property of the organisation

Continued on Page 16

Continued from Page 15

- Ensure the proper investment of the organisation's funds
- Safeguard the good name and values of the organisation by the achievement of its purposes
- Promote the success of the organisation

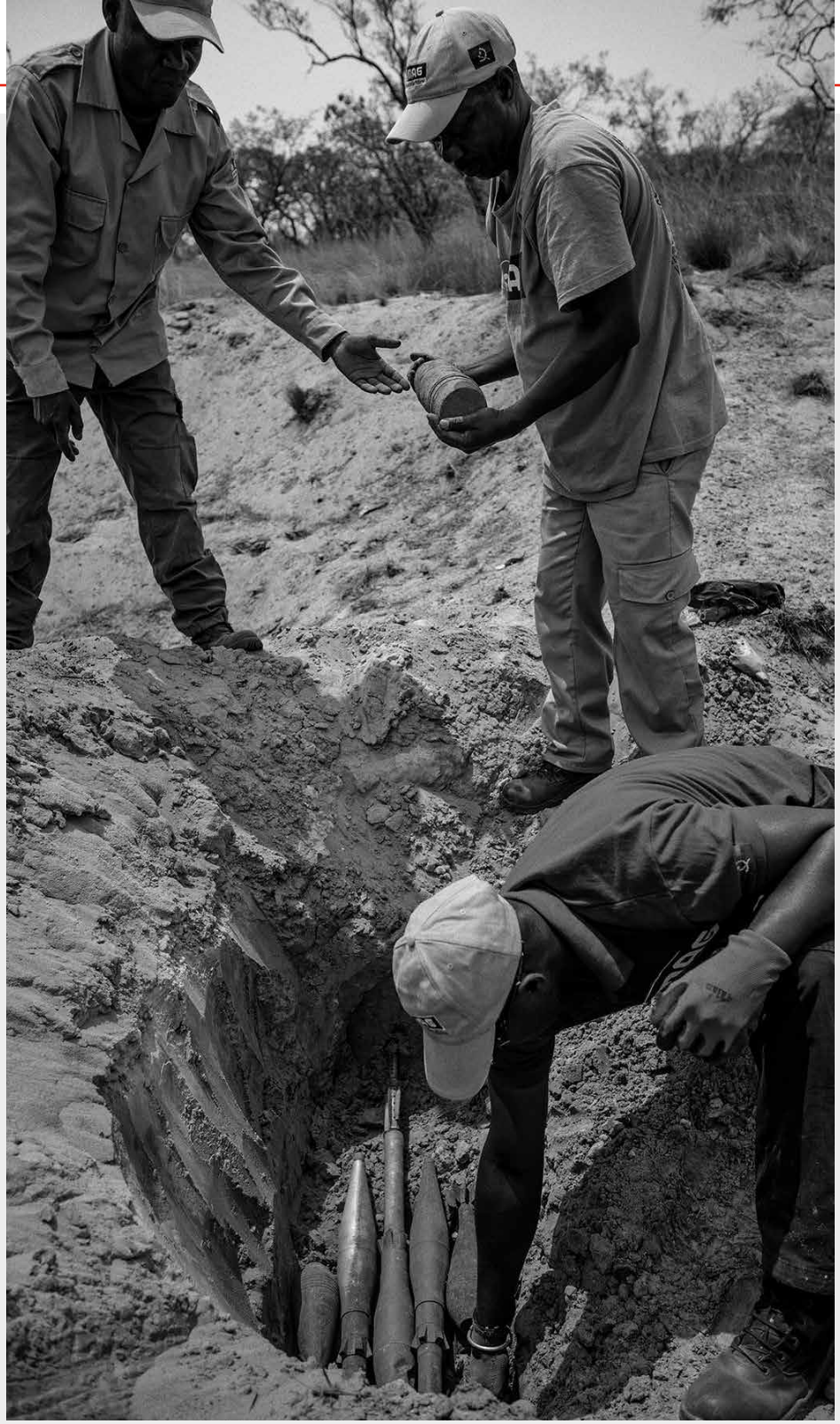
In addition, the following responsibilities are required:

Collective

- Approve the strategic framework annually and monitor progress against it
- Determine/approve the annual budget and monitor progress against it
- Prepare and approve the annual report and accounts
- Support the Board Chair with the periodic appointment of new Trustees; to approve recommendations for Committee members; and to take collective responsibility for the appointment of a new Board Chair, as and when required

Individual

- Attend and play an active part in the Trustees' meetings and deliberations
- Exercise due care and attention and use reasonable skill in dealing with the charity's affairs
- Use own skills, knowledge and experience to help the Board reach sound decisions
- Be ready to take the lead in any Trustees' activities where the Trustee has special knowledge
- Declare any actual or potential conflicts of interest
- Not to accept benefits from third parties
- Sit on any committees of the Board when required
- Serve on one or more advisory groups, or recruitment/disciplinary panels as required
- Keep informed about MAG's activities and wider issues which affect its work
- You should be able to demonstrate a real commitment to MAG's vision, mission and values and feel you can contribute to our future.



Trustee: Person Specification

You will be able to:

- Think strategically, be creative, articulate and credible.
- Contribute to MAG's strategic development.
- Be confident contributing to and constructively challenging MAG's Leadership Team.
- Step out of your comfort zone to take an informed view of issues which may not naturally be your area of expertise.
- Bring or develop an understanding of the humanitarian context and principles in which MAG operates.
- Develop governance practice.
- Bring new ideas and approaches.
- Work collegiately.
- Demonstrate some form of previous Board/Leadership experience (desirable, not essential).

How to Apply

To apply, please submit a CV and covering letter, detailing how you fulfil the role description and personal specification to trusteerecruitment@maginternational.org

The deadline for applications is 9am BST on Friday 23 September 2022.





MAG
saves lives builds futures