



A life-changing opportunity:
Board Secretary, Friends of AfriKids, Inc.
Board of Directors
(Voluntary position)



Welcome letter

Dear Prospective Board Member,

Thank you for your interest in AfriKids, and considering a role with our Board of Directors in the USA. This information packet has been prepared to provide you with general information about the organization and our vitally important programs.

Membership on our Board of Directors is a meaningful way to commit your talents and energy to furthering the vision and mission of Friends of AfriKids. If you are interested in pursuing a Board position with Friends of AfriKids, please complete the application on AfriKids' website at www.afrikids.org/vacancies/.

Upon receipt, we will contact you to discuss the next steps in the Board selection process and answer any questions that you may have.

We understand that Board membership is not for everyone, and there are many ways that individuals can support our organization. If, after review of the materials, you decide that you would prefer to support AfriKids in other ways, please let us know. We are immensely proud of the work our organization is doing and hope that you will join us in furthering our work to transform the lives of vulnerable children.

Sincerely,

Charlie

Charlie Hay
Chief Executive Officer





We believe in the rights of all children, everywhere and that they should be valued, protected and met by all.

We exist to make this the reality for children in northern Ghana, where more than half of all families live in poverty and 1 in 15 children die before their 5th birthday. Our award-winning work keeps thousands of children happy, healthy, safe and in school every year.

Everything we do is led by local staff with the simple approach of listening to their communities and empowering them to make sustainable changes themselves.

By working with all levels of society - from parents and community groups, to the government and private sector - we ensure **child protection, education and health** systems work for all children, especially the most vulnerable. Ultimately, this is helping families break the cycle of poverty for good.

How we break the cycle of poverty



We empower children

to secure their own futures by building their knowledge and confidence, teaching them about their rights and giving them a voice in decisions that affect them.



We put communities on their feet

By helping families to grow their income and educating communities to value, protect and meet the rights of all children, now and in the future.



We demand that government delivers

By strengthening and influencing authorities and other agents to improve child protection, education and health services and ensure they reach all children.

1 million+

support cases since 2002

Locally-led solutions

All of our projects are designed and delivered by a team of local staff and volunteers who have the expertise, dedication and trust of their communities to make real change happen.

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Making changes that last

If it's not sustainable, it's not development. All of our work empowers local people to make changes themselves that they can sustain without our ongoing support.

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Steadfast principles

Our robust policies and procedures ensure we are transparent and accountable for everything we do and that we protect and uphold the dignity of the people we exist to serve.

International Charity
of the Year

Charity Times
Awards

Transparency &
Accountability

Third Sector
Excellence Awards

Humanitarian
Award

Bond International
Development Awards

Outstanding
Contribution

Government of Ghana

Our 2021-2025 strategy: Making Ghana a beacon for child rights

More than half of all families in northern Ghana live in poverty and 1 in 15 children die before their 5th birthday. You can help us change that.

Ghana is committed to achieving 17 highly ambitious Sustainable Development Goals (SDGs) by 2030, including 35 targets specifically related to children. A progress report published in 2019 reveals that things are moving in the right direction, but that “we are far from where we need to be”.

The SDGs are embedded in Ghana’s national development plans and budget and impressive policies and measures are in place, working hard towards these life-changing goals. Nationally, poverty, malnutrition, maternal mortality, and under-5 mortality have all declined and there has been an increase in access to health services and school enrolment, with boys and girls now equally starting school. Though progress, especially for some of the poorer regions, this is still behind target.

The biggest barrier to Ghana achieving the SDGs are the challenges with “leaving no one behind” - in other words, reaching those in the poorest communities.

This is where AfriKids is making a difference. Since 2002, AfriKids has been a force for change in some of the poorest communities of northern Ghana. With a simple philosophy of listening to local people and empowering them to make sustainable changes themselves, we have improved the lives of hundreds of thousands of vulnerable children. Our locally-led approach has found effective solutions to some of the most complex issues, including child marriage, trafficking and the killing of “spirit children”, all in some of the “hardest to reach” communities.

Now we need to take these solutions to scale.

Over the next five years, our ambitious strategic plan will bring our life-changing projects to more communities across northern Ghana, creating happier childhoods and brighter, more secure futures which contribute to the country’s continued socioeconomic development.

With almost two decades of experience, we are now ready to share our highly developed solutions for tackling complex issues faced by children in marginalised rural settings. By sharing our models, they can be replicated by others and ultimately, we can reach more children faster - helping to put Ghana on track to achieve the SDGs and **become a beacon for child rights.**



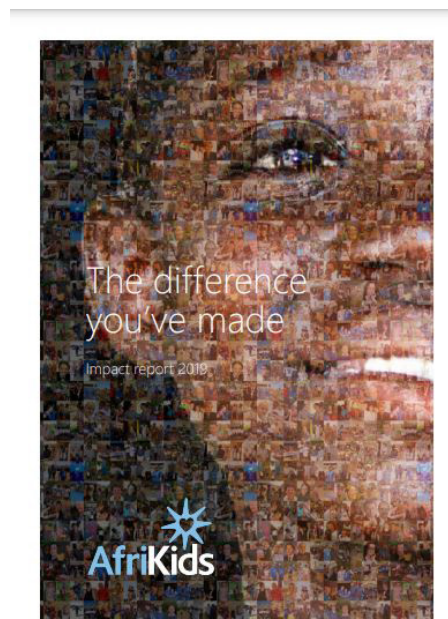
Further reading

More information
available [here](#)

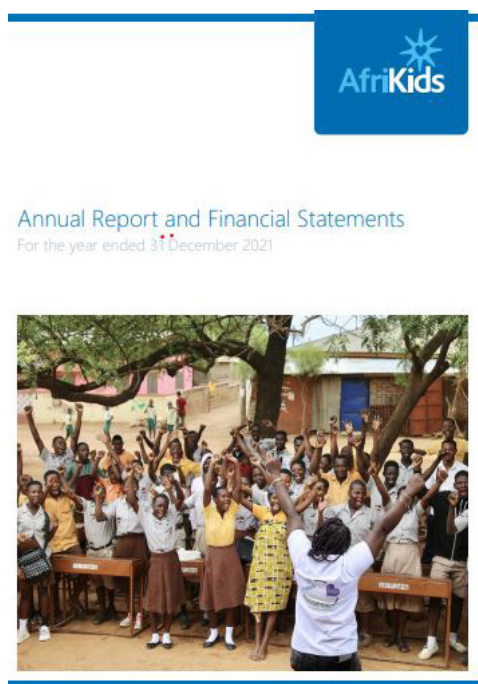
[AfriKids one pager](#)



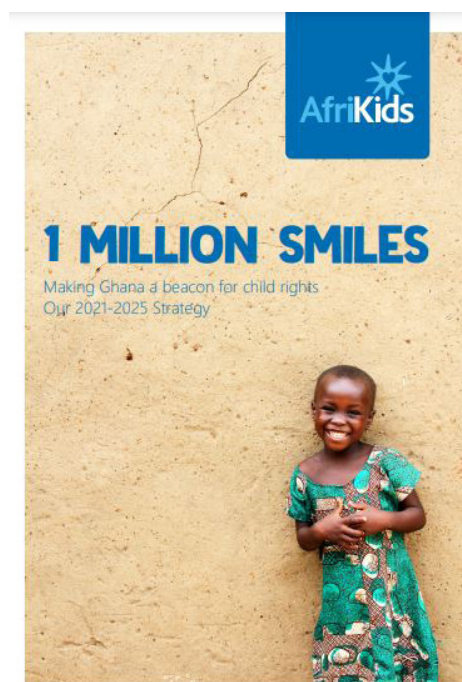
[2019 Impact report](#)



[Annual Accounts and UK Trustee Reports](#)



[AfriKids 2021-2025 Strategy](#)



A force for change: the Friends of AfriKids, Inc. Board

Over the next five years, AfriKids will make huge strides in helping Ghana become a beacon for child rights. The Friends of AfriKids, Inc. Board will be fundamental to making this vision a reality.

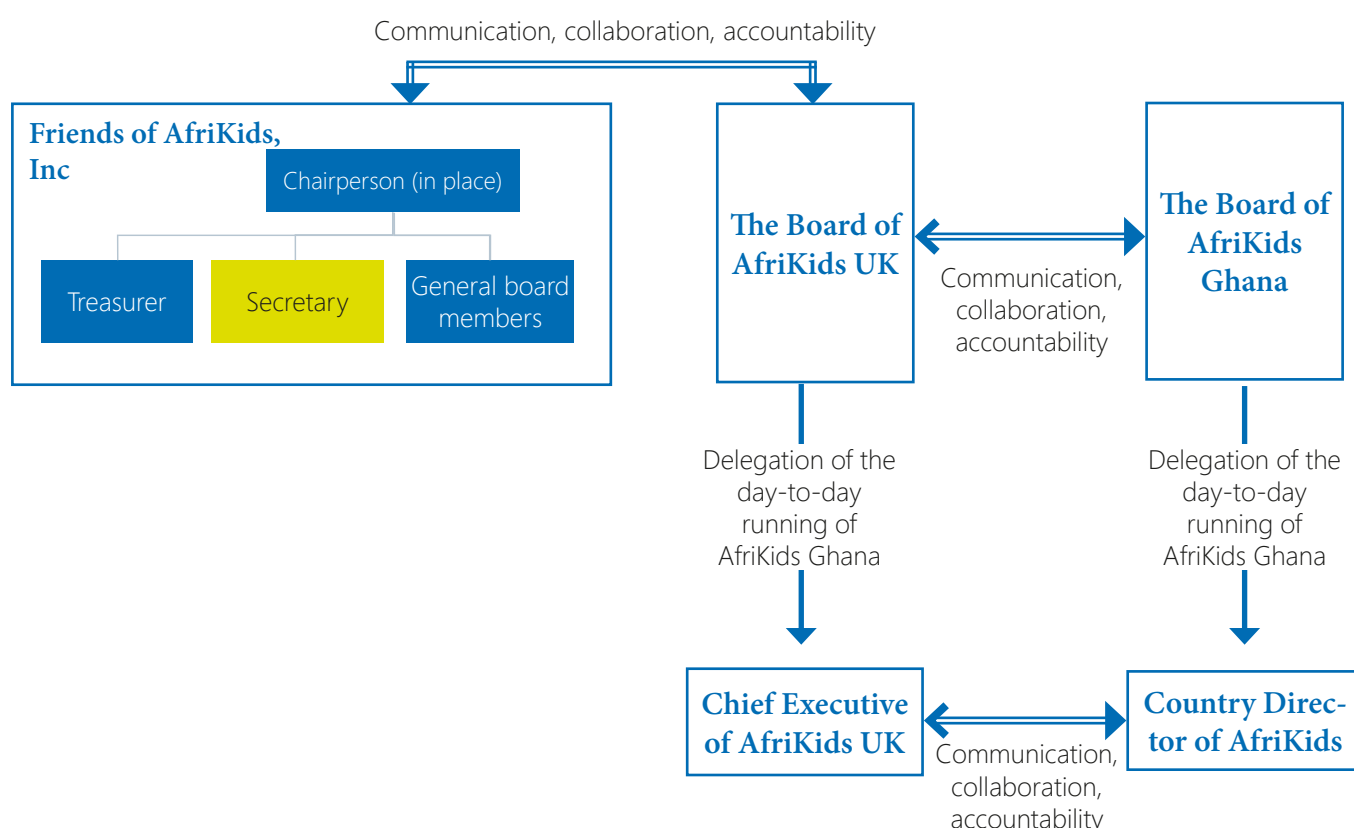
The mission of Friends of AfriKids, Inc

Friends of AfriKids, Inc (FoA) was registered in the United States in 2011 in order to leverage support for AfriKids Ghana through donations from individuals, companies and grants in the USA. We are 501(c)3 registered so US taxpayers can claim tax relief on their donation, and an active bank account is in place to accept donations.

Friends of AfriKids, Inc. works in partnership with AfriKids UK and AfriKids Ghana, two separately registered organizations with different management teams and boards of Directors. AfriKids Ghana, based in Bolgatanga, northern Ghana, was registered in 2005 and its development has been supported by AfriKids UK, which was registered in 2002 and is based in London.

AfriKids is now moving into a critical phase of development, building on the success and insight of the last twenty years to bring health and happiness to Ghana's most vulnerable families. This includes a visionary new district level approach, the formation of world-leading impact measurement systems, a sustainability and advocacy strategy to encourage replication of our model in order to reach 1 million people by 2025, and a refined fundraising strategy to diversify our income so we can achieve our ambitious goals. This includes re-launching Friends of AfriKids, Inc. with a new strategy and newly appointed board membership. Friends of AfriKids, Inc. will play a vital role in helping us to achieve our ambitious goals, facilitating AfriKids' scale-up in Ghana and helping to build a platform that can sustainably support Ghana to meet the Sustainable Development Goals by 2030, securing better protection, health and education for children in Ghana.

Friends of AfriKids, Inc. is currently a small organisation with annual receipts of less than \$50,000, however the opportunity for growth - leveraging transformational support in the US for AfriKids Ghana's life-changing programs - is significant. To re-launch Friends of AfriKids, Inc., we are recruiting a Treasurer and Secretary to join two existing members, including the Chairperson, who together will ensure we can take AfriKids to the next level and reach thousands more vulnerable children and families.





Role Description

Board Secretary, Friends of AfriKids, Inc

As the Board Secretary of Friends of AfriKids, Inc. you will help transform childhoods in one of the poorest parts of the world.

The Board Secretary will work with the two existing board members (including the Chairperson), and the new Friends of AfriKids, Inc. Treasurer to deliver Friends of AfriKids' exciting objectives and provide leadership for our fundraising in the USA.

Specifically as the Secretary you must:

- Maintain and ensure effective management of all board records and documentation.
- Prepare the official minutes of all meetings, recording motions, discussions, votes, and decisions.
- Maintain sufficient familiarity with legal documents (articles, by-laws, IRS letters, etc.) to reference when necessary in board meetings.
- Oversee the distribution of background information for meeting agenda items to be discussed
- Ensure that documents (bylaws, Form-990, roster of board members) are accessible to members.
- Coordinate scheduling and notifying board members of upcoming meetings
- Hold board members accountable for their tasks
- Perform such other duties as may be delegated to you.

Other information

The role of Board member is not accompanied by any financial remuneration, although out-of pocket expenses may be claimed, in line with AfriKids UK's Expenses Policy.





Board member general duties

Together with your co-members you must:

Leadership, governance and oversight

IRS' legal obligations and governance requirements of the board can be found here: https://www.irs.gov/pub/irs-tege/governance_practices.pdf

- Ensure that Friends of AfriKids pursues its stated objective as defined in its governing document
- Ensure that the organization complies with its governing document (ie its corporate policies and bylaws), charity law, company law and any other relevant legislation or regulations
- Safeguard the good name and values of the organization
- Ensure that risks are properly recognized and mitigated to safeguard the good name and values of AfriKids
- Ensure adequate risk management including avoiding exposing the charity's assets, beneficiaries or reputation to undue risk; not over-committing the charity; avoiding putting yourself in a position where your duty to the charity conflicts with your personal interests or loyalty to any other person or body.

Fundraising:

Friends of AfriKids Board Members will consider AfriKids a philanthropic priority and make annual gifts that reflect that priority. So that Friends of AfriKids can credibly solicit contributions from foundations, organizations, and individuals, AfriKids expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

- Make a personal financial contribution to Family Rescue as determined annually by the Board
- Solicit the financial support of others, including employers and friends.
- Share resources and talents including expertise, contacts for financial support and contacts for in-kind contributions.
- Participate in fundraising events including fundraising appeals, and/or host small receptions to increase awareness and raise funds. All events will be organised by AfriKids staff.

Board member responsibilities

Together with your co-members you must:

- Undergo a thorough induction upon appointment and ongoing training to remain up to date with the duties and responsibilities of being a Board member and the work of the nonprofit (we will support you with this)
- Be an active member of the Board in exercising its responsibilities and functions, including attending meetings
- Ensure you understand the charity's purposes, as set out in its governing document and are able to explain how the charity's activities are intended to further or support its purposes
- Know and promote the charity's vision, mission and values and demonstrate them in all of the Board's work
- If needed and appropriate, be available to act as a public spokesperson for the charity (eg in an ambassadorial capacity or crisis management).
- Follow the Code of Conduct for Board Members
- Maintain confidentiality on any sensitive/confidential matters discussed in line with data protection legislation and relevant AfriKids policies.
- Avoid conflicts of interest and declare and appropriately manage any conflicts should they arise.
- Be willing to uphold AfriKids political and religious neutrality

Candidate Requirements

Essentials:

(please demonstrate all of these)

- A commitment to and understanding of AfriKids' mission, programs, and beneficiaries, and willing to uphold AfriKids' political and religious neutrality
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for improving the lives of AfriKids' beneficiaries.
- Ready to fully understand and accept the legal duties, responsibilities and liabilities of Board membership
- Available and willing to meet the time commitment required (see below)
- Willing to lend your relevant knowledge, skills and experience in order to make a positive individual contribution and add value to the Board
- Committed to applying the highest standards of ethics and integrity in your execution of this role and its responsibilities
- A philanthropic disposition, willing to contribute a gift that is significant to you as part of AfriKids' fundraising efforts
- Comfortable motivating personal and professional networks to engage with Friends of AfriKidS
- Strong analytical and problem-solving ability
- Strong administrative and organization skills

Ideally candidates would also have experience in one or more of the following areas:

- International human rights programme experience
- Income generation, including through new business models and/or philanthropy

Bonus:

(you are not be expected to have these, but if you do, we'd love to hear about it)

- Professional knowledge/experience in international development
- Professional knowledge/experience with business IT/digital strategic planning and implementation
- Experience of business development/fundraising

Time commitment:

- 4-5 Board meetings per year, including one Annual General Meeting. These are likely to be virtual depending on the location of Board members.
- Some time will need to be devoted to reading and considering papers.
- Meet with key prospects, partners and donors as may be necessary.
- As part of their commitment to the continued learning and development of AfriKids, Board members are encouraged to attend events and training to maintain a good working knowledge of good governance practice.
- Board members are encouraged to visit AfriKids' projects in Ghana once per 2-year term.
- Board member appointments are for 2-years, with the possibility of being re-appointed for a maximum of 3 terms in total.

Application

Please send your **CV** and a completed **application form** (found here: www.afrikids.org/vacancies/) to: hr@afrikids.org

Please quote "Friends of AfriKids Board" in the subject line.

Deadline: Midnight (23.59) 6 November 2022

For more information about AfriKids, please see our website and social platforms:

www.afrikids.org | facebook.com/afrikids | twitter.com/afrikids

If you have any questions, please call 0044 207 269 0740 or email hr@afrikids.org

Please note

Requirements of all AfriKids staff and associated personnel and organizations (Board members, contractors, volunteers, etc.):

- You will respect and uphold our Principles and Fundraising Values at all times (see pages 3-4)
- You will know and uphold the AfriKids policies and procedures which are applicable to your role and level (we will train and support you with this)
- You will always strive to give AfriKids your best; embracing opportunities to learn and progress with our support
- You will positively support our commitment to equity, diversity and inclusion
- You will sign and uphold our Code of Conduct, which includes a commitment to the highest standards of safeguarding

Routine due diligence

You will be required to complete a satisfactory Disclosure and Barring Check (or equivalent for non UK residents) before any direct contact with children.

You will also be required to sign and adhere to our Friends of AfriKids Board Member Code of Conduct and Global Safeguarding Policy.

References may be required at the final stage of recruitment for verification purposes (eg to confirm qualifications/experience).

Equity, Diversity and Inclusion

We are committed to being a equitable, diverse and inclusive employer; actively promoting diversity at all levels of our organization and ensuring everyone feels included, valued and supported to fulfil their potential.

We actively encourage applications from all backgrounds and our recruitment process is designed to prevent unconscious bias, foster diversity and recognise the potential that you can bring to AfriKids, over what you have already achieved.

If you have any questions about applying in reference to our equity, diversity and inclusion policy, we strongly encourage you to get in touch.

Health and Safety Responsibilities

All AfriKids staff and associated personnel have a personal responsibility to take reasonable care for the health and safety of themselves and others. This means:

- Understanding the hazards in the work they undertake;
- Following safety rules and procedures as outlined in AfriKids' Health and Safety policy;
- Using work equipment, personal protective equipment, substances, and safety devices correctly; and
- Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.
- Board members shall co-operate with the Charity by allowing it to comply with its duties towards them.

Data Protection

In order to protect the confidentiality, integrity and availability of Charity information, including information provided by fundraisers, donors, customers, partner organizations, and other third parties, where applicable, Board members will comply with the Charity's Data Protection and information security policies.

We will process your personal data in accordance to AfriKids' Privacy Policy which can be found on our website (www.afrikids.org/privacy-policy).

Our Principles

We are truly local

Our team of local staff in Ghana design and run all of our life-changing programmes from start to finish. Qualified, experienced professionals, they have a deep, personal commitment to improving life for children in their communities, and being known and trusted by the communities they work in is what makes them so effective, especially with some of our most complex work changing traditional beliefs. Fundraising and donor due diligence is led from the UK, but all to support local people delivering the right solutions in their own communities.

We are transparent and accountable

We are fiercely committed to 100% accountability for all of the money we receive and spend in the UK and Ghana. We maintain robust governance policies and procedures including regular internal and external audits to ensure this. We publish independently audited accounts annually and encourage donors to ask us anything, anytime.

We Say No to Pity

We will not trivialise the injustice of poverty or compromise the dignity of anyone we work with through pity advertising or by using inappropriate images or language when discussing sensitive issues. We hope sharing the positive stories of how our work is making a difference will inspire people to help us do more.

We listen

Our programmes are developed by listening to what local people tell us they really need. Our exceptional stakeholder consultation gives every level of society a say on what we do, and gives us a clear view on what the government and other actors are doing. This ensures our projects are always truly needed, wanted and bought into by everyone it takes to make them work.

We empower

Our approach is always to help children, families and communities help themselves. Our projects bring people together, equip them with knowledge and show them how to make and demand the changes needed for all children to have a better life in northern Ghana.

We sustain

If it's not sustainable, it's not development. For us, this means two things:

Addressing the root causes of issues as well as the symptoms

As well as providing direct support to children at risk now, we are also improving the education, child protection and healthcare systems of northern Ghana, to stop suffering in the first place, and improve every child's start in life.

Creating changes that are sustainable without ongoing aid

All of our projects create change by educating local people and empowering them to make changes themselves. This way the changes we help make with each new project become permanently embedded, and continue to benefit children long after our involvement ends. While there is a lot of work to be done and making permanent changes take time, our projects will evolve and move, rather than create dependence on us and aid funding for changes to be sustained.

This is how we are helping people secure better futures for children that ultimately don't rely on aid.

We respect people and planet

We work together with communities to end harmful traditional practices and protect children, while respecting local culture, heritage and environment.

We are conscious to minimise the impact of our operations on the environment and employ a reduce, reuse and recycle approach.

We always want to do better

An ethos of learning and improving is ingrained in everything we do, from supporting training for all of our staff to continuously developing our Monitoring, Evaluation and Learning tools to measure our impact and inform our strategy. We welcome feedback from all of our stakeholders.

Our Fundraising Values

Our four fundraising values are the qualities and standards that guide our conduct (how we “behave”) in raising funds. Underpinning our Integrity value is our registration with the Fundraising Regulator and compliance with its Code of Fundraising Practice.

Integrity

We aspire to deliver the best in class; to be impactful, to be honest, to be respectful and to be accountable for all we do. We always act in the best interests of the children and communities we serve and we never compromise their dignity.

Specifically:

- We will never do anything we are not proud of
- We treat others with compassion
- We set clear expectations and systematically account for them

Community

We nurture a culture of openness and listening, providing inspirational donor experiences and building quality, long-lasting relationships.

Specifically:

- We build a community that is as equitable, diverse and inclusive as possible
- We are friendly, polite, positive to everyone
- We skilfully and respectfully challenge and resolve issues
- We work together united in passionate service to our mission
- We invite people in and make them feel welcome and valued for their unique contribution

Ambition

We are bold in our approach and will always find creative solutions to broaden our reach. We will always challenge ourselves, so our supporters remain engaged to ensure our lasting impact on the lives of more children in Ghana.

Specifically:

- We will set and deliver ambitious goals
- We take measured risks
- We commit time to finding inspiration to enable creative solutions

Agility

We are responsive to our environment and we adopt adaptive approaches that enable us to secure sustainable long-term funding.

Specifically:

- We commit to continuously analyse our internal and external environment to inform our decisions
- We follow lean processes to innovate new products, systems and ways of working
- We will regularly ask ourselves if we are operating in the most efficient and impactful way

