



association of visitors to  
immigration detainees

## **AVID Treasurer Role Description**

**Background:** AVID, the Association of Visitors to Immigration Detainees, is the national organisation supporting immigration detainees through volunteer visiting (befriending). We are a membership organisation with 17 member groups: organisations that visit immigration detainees in either detention centres, short term holding facilities or prisons. Since 1994 we've sought to ensure immigration detainees have access to volunteer visitors and lobbied for positive change in the use of detention.

We are the only organisation supporting volunteer visitors groups in the UK, and have a solid reputation and track record for successful advocacy on the conditions and treatment of detainees. We are also an established voice on immigration detention issues. You can find out more about our work at [www.aviddetention.org.uk](http://www.aviddetention.org.uk)

Our strategic direction for 2016 – 18 are available [here](#).

**Structure:** AVID became a Charitable Incorporated Organisation (CIO) in 2013 having been a registered charity since 1994. It is governed by a Board of Trustees. AVID has two full time staff, our Director and a Training and Membership Coordinator, and one part time member of staff who coordinates our communications work. We are from time to time supported by occasional office volunteers. We also occasionally employ staff on a consultancy basis for support with particular projects.

We support 17 organisations (with over 650 volunteers). Membership is open to organisations that visit, and to individuals. While organisational membership is restricted to visitors groups or organisations that visit as part of their wider work, individual membership is open to all. Being a membership organisation is at the heart of our work and our approach, we are accountable to our members and through them to the detainees that we exist to support.

As a small charity AVID works in partnership with other organisations with similar aims in relation to detention. Our Director is a founding member and coordination group member of the Detention Forum, a coalition of civil society organisations lobbying for change in the use of detention. We also Chair the monthly Detention Monitoring Sub group, a meet up for organisations working directly in detention. AVID is also a regular stakeholder with the Home Office, HMIP and various human rights bodies.

## **BOARD MEMBERS**

### **Board of Trustees:**

AVID's Board of Trustees is responsible for overseeing the implementation of the organisation's strategic directions, ensuring all legal requirements are met, and for ensuring the organisation's governance arrangements, policies, procedures, controls and risk management are consistent with good practice in the voluntary sector. Operational management and implementation is delegated to the Director.

Board members are unpaid and are recruited for their expertise, experience and interest in AVID's work, and their ability to enable the Board to meet its responsibilities.

**Term:** Three years; optional extension of a further three years.

### **Time commitment**

The Board meets quarterly, at AVID's offices, for around 2.5 hours. Meetings currently take place in the evening. Around 30 – 60 minutes reading time is sufficient preparation for a typical meeting. There is one subcommittee delegated to oversee finance and fundraising which also meets quarterly. The Board also appoints ad hoc sub committees for particular projects as dictated by the organisation's needs. Board members are expected to assist in the organisation of the annual AGM and to attend other meetings as required. In addition, Board members are asked to attend the AGMs or events held by our membership from time to time. This will require some travel outside of London. In between meetings ad-hoc questions raised by email need responses from Board members.

Board members commit to the following in relation to fulfilling the responsibilities outlined above:

### **Duties of Board members**

1. Attend Board meetings regularly
2. Read papers sent out for discussion at Board meetings and prepare to contribute ideas and feedback
3. Read and where necessary respond to emails from the Director and other Board members
4. Participate in the work of any sub-committees for which they have volunteered
5. Promote the work of AVID through their own networks and contacts, including to funders
6. Offer advice, support and assistance to the Director on an individual basis (as commitments permit)
7. Act as the 'face' of the AVID Board at events (a collective responsibility of Board members)
8. Take a proactive and collaborative approach to securing fundraising for AVID's activities and in raising the profile of the organisation
9. Participate in recruitment of Board members and/or staff via appointed panels
10. Undertake training to support all the above as agreed by the Board
11. Serve on panels to hear disciplinary or grievance matters
12. Follow AVID's equal opportunities policy in carrying out all the above

### **Person specification for the Board**

In addition to the areas of interest, experience and expertise referred to above, we need people who can

1. Think strategically and make decisions
2. Be creative and open to change
3. Work well in a team with other board members and staff
4. Develop the organisation strategically by drawing on experience in voluntary organisation capacity building and development, working with membership organisations, or the thematic issue of immigration detention
5. Demonstrate a commitment to the mission and aims of AVID
6. Analyse and interpret developments in the external environment

7. Open doors for AVID with regard to exerting influence over key targets and to fundraising
8. Understand and contribute to discussions about budgets
9. Understand and be committed to equal opportunities and diversity

## **TREASURER**

The specific roles and responsibilities of the Treasurer are to oversee the governance of AVID's financial management with regard to:

- Ensuring legal requirements for producing, signing and filing accounts are met
- Attending and contributing actively to the Fundraising and Finance subcommittee
- Supporting the Director in preparation of annual budget and budgets relating to specific fundraising applications
- Working cooperatively with and providing guidance to the Director and Finance Officer on financial management including:
  - strategic insight and overview of CORE's finances
  - regular oversight of risks and of opportunities to enhance CORE's financial position
  - guidance on evolution of AVID's financial controls and systems.
  - Leading Board and Finance Committee discussion on financial matters.

**The Treasurer is not expected to maintain accounts, prepare budgets or produce financial reports which are tasks undertaken by the Director.**

## **Person Specification**

- Experience in organisational finances, preparing and reviewing budgets.
- Commitment to the mission, aims, and broad strategies of AVID.
- Some past involvement in the field of fundraising or financial management in the voluntary sector, interest and commitment to migrants rights/immigration detention issues
- Awareness of legal obligations of civil society organisations.
- Collaborative approach and ability to work cooperatively with other Board members.
- Ability to communicate clearly to the Director, the Board and its Finance Committee a strategic overview of finance, financial control systems, risks and opportunities, with regard to the organisation's strategy.
- Willingness to support and promote the organisation's fundraising objectives.
- Experience of fundraising from grant making bodies, working with funders and/or grant management
- Willingness to commit 6-8 days per year to the governance of the organisation *(Please note this is an estimate only, as we are currently reviewing the time commitment of the Treasurer in relation to a review of our financial activities, and will endeavour to keep this to a minimum).*
- No conflict of interests with the work of AVID.

## **How to apply**

Applications for Treasurer are now open and will be accepted until the 18<sup>th</sup> June 2018.

Interviews will be held shortly after.

Send your CV and a cover letter setting out how you meet the relevant person specification to AVID's Acting Director, Harriet Ballance: [harriet.ballance@aviddetention.org.uk](mailto:harriet.ballance@aviddetention.org.uk)

Please use the subject line 'Board member application'. You can also call the office to discuss the role informally on 0207 281 0533, and we can put you in touch with our Chair, Andrew Wilson.