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Call for Applications: Board Members (2020 – 2022)

Higher Education Resource Services South Africa (HERS-SA) is a non-governmental organisation founded in 2003. HERS-SA is aimed at addressing the need for gender equity in the South African higher education sector.

Our objectives are to:

- Develop and offer accessible education, training and development programmes for women working in this sector.
- Empower women to take leadership positions in higher education institutions in South Africa, thereby providing much needed role models for women in higher education
- Provide programmes that develop strong leadership qualities and skills in women leaders in higher education;
- Encourage networking amongst women.
- Challenge institutional culture and facilitate workplace change, thereby addressing gender inequity and enabling women to participate fully in the workforce.

HERS-SA seeks to appoint four board members. This is a voluntary role in the organisation and is not remunerated. Travelling costs to and from Board meetings will be covered by the organisation. The incumbent/s must attend at least four (4) meetings per annum and be willing to attend additional meetings should it be necessary.

Position: Chairperson

Responsibilities:

- Provide leadership to the Board
- Take responsibility for the board's composition and development
- Plan and conduct board meetings effectively
- Ensure the Board focuses on its key tasks and carry out those tasks allocated to them
- Oversee the induction and development of directors
- Remain abreast of the organisation's financial position by analysing monthly financial reports provided by the finance officer
- Consult with the Board when major expenses arise to seek approval before the sign off of such expenses
- Support the Director in carrying out HERS-SA's vision and mission
- Keep continuous contact with the Director to remain abreast of activities and/or challenges within the organisation

- Advise the Board and/or seek input from the Board regarding matters raised by the Director in consultation with the Chair
- Attend and chair Board meetings

Position: Treasurer

Only candidates with financial skills and experience will be considered for this position.

Responsibilities:

- Provide guidance and oversight of the finances, and advise the Board with regards to how expenses can be **realistically** minimised where necessary and income better utilised.
Assist with reviewing the organisation's financial policies, systems, and structures.
- Assist the Director with financial reporting when required to do so.
- Attend Board meetings and prepare the financial report (Annual Financial Statements are prepared by an auditing firm) for Board meetings.

Position: Fundraising Support

Responsibilities:

- Provide counsel on developing a fundraising strategy with input from the board members
- Support the organisation's fundraising strategy
- Help identify prospective donors
- Monitor the progress of fundraising drives
- Assist with compiling and developing material to submit to granting or other funding organisations
- Attend Board meetings and prepare the funding report for board meetings

Position: Legal Support

Responsibilities:

- Provide legal counsel to the organisation where needed
- Ensure the organisation operates in accordance with good governance protocols
- Oversee legal and ethical accountability for the organisation
- Attend Board meetings and ensure that the organisation's protocols, policies, procedures, and decisions can be sustained legally

General requirements for all Board members:

- Passionate and committed to advancing gender equity in higher education
- Willing to act as an ambassador for HERS-SA
- Willing to fulfil the fiduciary duties and uphold ethical standards of conduct as required of a Board member of a registered non-profit organisation
- Understand the plight of women and the challenges they face in higher education.
- Availability to attend quarterly meetings and on occasion to be called upon to represent the organisation at various engagement opportunities
- Responsive to e-mails and other forms of communication
- Ability to network and advocate on behalf of the organisation

- Understands the higher education sector

All Board members are expected to:

- Attend four board meetings a year and an annual general meeting. Board meetings are usually held in Cape Town
- Participate in the organisation's strategic review and planning sessions which happen every three to five years
- Assist in fundraising for the organisation.
- Participate in sub-committees and guide the organisation towards realising its vision and mission
- Be committed to the vision and mission of the organisation and should be able to dedicate 10 hours per month

Interested individuals are requested to send their CV and a motivational letter to info@hers-sa.org.za.

Application deadline: 03 April 2020

For further information, please contact Shahieda Hendricks, Vice-Chairperson of the Board) at HendricksSh@cput.ac.za. Alternatively contact Brightness Mangolothi, Director of HERS-SA, on 067 724 0236 or director@hers-sa.org.za.

For more information about HERS-SA, visit www.hers-sa.org.za.