Supervisory Board Members
Appointment Brief
March 2021
Dear Candidate,

Thank you for considering the role of to the CARE International Supervisory Board Member.

CARE International is a global Confederation of organizations, currently comprised by 14 Members, 6 Candidates and 1 Affiliate, with a common vision and mission to save lives, defeat poverty and achieve social justice.

CARE’s expertise lies in our holistic and inclusive approach to tackling poverty and injustice. We are a global connector from communities living in poverty to those holding power. We support the voice and efforts of those most vulnerable and leverage our organizational diversity and learning to tackle inequalities and bring about lasting impact.

Recently, we developed a new CARE’s Vision 2030 for the decade ahead, which presents our main ambitions for the impact we would like to see, the organizational identity we need to embrace, and the resource considerations required to accomplish this Vision.

Critical to achieve our mission is the CARE International Supervisory Board, responsible for strategic, operational, legal and financial oversight of the joint work of our Members, Candidates and Affiliates. The Supervisory Board also oversees the work of the CARE International Secretariat and Secretary General, who coordinate and support Confederation-wide efforts to achieve common impact goals and shared global priorities.

We are currently looking for two members to join our Supervisory Board. Candidates for these positions cannot hold roles within the CARE Membership, as they must demonstrate impartiality and are expected to act in the best interest of whole Confederation and program participants around the world.

If you share our vision and mission - join us! If you want to learn more about CARE International and the work we support in partnership with national and international organizations, please visit our webpage: www.care-international.org

Sincerely,

Arielle de Rothschild
Chair of the Supervisory Board and Council
CARE International

Sofía Sprechmann Sineiro
Secretary General
CARE International
CARE International Program Principles

**Promote Empowerment.** We stand in solidarity with people living in poverty and support their efforts to take control of their own lives and fulfil their rights, responsibilities and aspirations. We ensure that participants and organizations representing people living in poverty, especially women and girls, are partners at all stages in our programs.

**Work with Partners.** We work with others to maximize the impact of our programs, building alliances and partnerships with those who offer complementary approaches, are able to scale up effective solutions, and/or have responsibility to fulfil rights and reduce poverty through policy change and implementation. We commit to working in ways that support and reinforce, not replace, existing capacities.

**Ensure Accountability and Promote Responsibility.** We seek ways to be held accountable by the people we serve and partners we work with. We identify individuals and institutions with an obligation toward poor and marginalized people, and support and encourage their efforts to fulfil their responsibilities.

**Address Discrimination.** In our programs and in everything we do we address discrimination and the denial of rights based on gender, race, nationality, ethnicity, class, religion, age, physical ability, caste, opinion or sexual orientation.

**Seek Sustainable Results.** As we address underlying causes of poverty and rights denial, we develop and use approaches that result in lasting and fundamental improvements in the lives of the people we serve, particularly women and girls. We work to influence changes that are environmentally, socially and institutionally sustainable.

**Do No Harm.** We analyse the intended and unintended impacts of our programs, encourage honest learning, and take action to prevent and respond to any unintended harms. We place special focus on preventing and addressing gender-based violence in all of our programs.

We hold ourselves accountable for enacting behaviours consistent with these principles, and ask others to help us do so, not only in our programs, but in all that we do.
ABOUT CARE INTERNATIONAL

CARE is a global leader within a worldwide movement dedicated to eradicating poverty. We are known everywhere for our unshakeable commitment to the dignity of people.

**Mission**

CARE works around the globe to save lives, defeat poverty and achieve social justice.

**Vision**

We seek a world of hope, inclusion and social justice, where poverty has been overcome and all people live with dignity and security.

**Focus**

We put women and girls in the center, because we know we cannot overcome poverty until all people have equal rights and opportunities.

**What We Do**

CARE and our partners work on both long-term development and humanitarian programs. We focus our efforts on girls and women because they are disproportionately affected by poverty and injustice. But we also know they are the key to fighting it.

Our more than seven decades of experience have shown us that when you empower a girl or a woman, she becomes a catalyst, creating ripples of positive change that lift up everyone around her, including other girls, women, boys and men. If we work with local communities to deliver gender equality and give women and girls the chance to fulfil their potential, we will accelerate much faster to that overarching goal.

**Global Network**

CARE International is a global confederation of 14 National Members, 6 Candidates and 1 Affiliate with a common vision and mission to save lives, defeat poverty and achieve social justice. Each CARE Member is an independent organization that leads programs, raises funds, advocates on key issues, communicates to the public in their country, and supports the work of CARE’s programming across the world. CARE has been advancing efforts to diversify our membership and overall confederation model and governance since 1998, setting intentional strategies to achieve this.

In 2020, CARE worked in 104 countries around the world, supporting 1,349 poverty-fighting development and humanitarian aid projects and initiatives to reach 92.3 million people directly.

**CARE International Governance**

CARE International is governed by a representative Council, made up of delegates from its membership as well as other contributing participants as determined by the organization, and by the Supervisory Board, which acts independently from member interests and oversees the performance of the Secretary General and, through them, the Secretariat.
**CARE International Council**

The Council is the supreme authority of CARE International. It has important specific responsibilities on behalf of the members of the confederation, and is a forum for the diverse, global membership of CARE. The Council meets annually.

**CARE International Supervisory Board**

The Supervisory Board is responsible for strategic, operational, legal and financial oversight of CARE International. It is a delegated body of, and accountable to, the Council. Supervisory Board members are independent and expected to act in the interest of CARE International and its program participants around the world, as well as on behalf of the confederation. They are not elected and shall not act as representatives of specific members. On all finance, audit and risk matters, the Supervisory Board is supported by a standing committee called the Finance, Audit and Risk Committee. The Supervisory Board has a minimum of three and a maximum of 12 members.

**CARE International National Director’s Committee**

The National Director’s Committee is the global leadership team made up of the Secretary General and CEOs/National Directors of each Member, Candidates and Affiliates. The Committee convenes regularly to make joint management decisions and ensure effective coordination amongst members, as well as advising and Supporting the Secretary General of CARE International.

**CARE International Secretariat**

Headed by the Secretary General, the CARE International Secretariat coordinates and supports the network to achieve common impact goals and shared global priorities. It leads CARE’s global advocacy and represents the confederation at the United Nations, the European Union and at key global forums. The Secretariat in Geneva hosts the CARE Emergency Group and the CARE International Safety and Security Unit, with hubs also in Brussels and New York.

CARE International is registered in Switzerland and in Belgium as an Association and regulated by respective Statutes in each country.

Currently, CARE International employs 45 staff across 15 countries.
Terms of Reference

The members of the Supervisory Board are appointed by the Council for a term of three years, and may be renewed for one additional term. The Secretary General remains a member of the Supervisory Board during the time they are Secretary General.

The Chair and the Treasurer are members of the Council but with no voting rights.

Members of the Supervisory Board cannot be employees of any member of the CARE confederation at the same time, with the exception of the Secretary General.

Meetings

The Supervisory Board meets a minimum of three times per year (two of which should be in person if possible). Additional meetings may be organized through teleconferencing or similar means as required.

Location

Board Members can be based anywhere. In person meetings will take place in a CARE member country.

Remuneration

This is a voluntary role not accompanied by any financial compensation, but reasonable expenses to fulfil the duties will be covered, including travel and accommodation costs.

The Supervisory Board has the following responsibilities:

- Provide oversight of organisational planning, including development and implementation of CARE International’s strategy;
- Approve standards and monitor performance, including finances, audit, legal, standards, HR, program operations, ethics and accountability;
- Endorse the budget and annual accounts for approval by the Council;
- Appoint/dismiss, support and oversee the performance of the Secretary General, including providing them with on-going support, feedback and guidance;
- Approve all matters to be submitted to the Council for approval and ensure the Secretary General implements Council decisions;
- Evaluate its own performance and take appropriate measures to improve it. The Council can request an independent assessment of the Supervisory Board as it deems necessary;
- Appoint committees of the Supervisory Board as appropriate;
- Propose one of its members as the Chair of the Supervisory Board, who will also be the Chair of the Council, for appointment by the Council;
- Elect a Vice-Chair and appoint a Treasurer (who will also be Treasurer of the Council).
PERSON SPECIFICATION

For this recruitment of two Supervisory Board Members, CARE International is seeking individuals who can offer significant leadership credentials, including from the global development/NGO sector, and a keen understanding of the sector’s future challenges and opportunities.

CARE International strives towards having a Supervisory Board with a broad demographic and geographic mix in addition to the skills and experiences necessary to support the nature of our global mission.

Attributes of Supervisory Board Members

- **Attitude:** willingness to give enough time and focus to CARE International;
- **Diversity:** supportive of diversity across CARE International, including gender, ethnicity, geography, age;
- **Expertise:** demonstrated functional expertise and distinctive knowledge that will assist the Supervisory Board to fulfil its mandate;
- **Approach:** ability to provide informed judgement and thoughtful counsel, be positive & constructive, strategic and future-oriented, possess strong people skills and able to work as part of a team, keen awareness of socio, economic and political environment;
- **Influence and profile:** highly respected, reputable, exemplary leadership;
- **Experience:** demonstrated knowledge of the role of a Not-for-Profit Board member;
- **Values:** high ethical standards, integrity, and a belief in the importance of CARE work around the globe “to save lives, defeat poverty and achieve social justice”; and

It is expected that Supervisory Board members will:

- Believe in and follow the vision and mission of CARE International;
- Act and take decisions collectively to govern CARE International;
- Use reasonable care and skill in their work as Supervisory Board members, using their personal skills and experience as needed to ensure that CARE International is well-run and efficient;
- Gain a good understanding of and support the development of CARE International’s mission, purpose and operations;
- Maintain confidentiality;
- Attend, prepare for and be an active participant in Supervisory Board and relevant committee meetings.

For more information about CARE International, its members and impact, please visit our website: [www.care-international.org](http://www.care-international.org)
HOW TO APPLY

To apply confidentially to join CARE International’s Supervisory Board, please submit your CV together with a supporting statement. Please ensure that your submission fully addresses the requirements for the role, and that you have included your contact details, as well as any dates when you will not be available or might have difficulty with the indicative timetable.

Let us know if you will require any special provision or adjustment should you be invited for interview.

At Prospectus we believe passionately that truly diverse and inclusive organisations leads to increased social impact. To understand how we best can support our clients improve their diversity, we ask that you kindly complete the brief equal opportunities questionnaire when you submit your application. Please be assured that your responses and are kept confidential, separate from your candidate record and are not part of any application you make.

Applications should be made via the Prospectus website at:
jobs.prospect-us.co.uk/jobs/details/HQ00178227

Recruitment Timetable

**Deadline for applications:**
8 April, 2021

**Prospectus Interviews:**
14-22 April, 2021

**CARE International Interviews:**
May 2021

Queries

If you have any queries on any aspect of the appointment process, need additional information or wish to have an informal discussion, please contact our advisors at Prospectus, Børge Andreassen or Joan Mwangi at:

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CARE Members
CARE Australia
CARE Canada
CARE Denmark
CARE Germany (CARE Deutschland)
CARE France
CARE India
CARE International Japan
CARE Netherlands
CARE Norway (CARE Norge)
CARE Austria (CARE Österreich)
CARE Peru
CARE Raks Thai Foundation
CARE International UK
CARE USA

CARE Candidates and Affiliates
Chrysalis (Sri Lanka) - Affiliate
CARE Egypt Foundation
Yayasan CARE Peduli (Indonesia)
CARE Luxembourg
CARE Morocco
CARE Czech Republic
CARE Caucasus

Created by the Prospectus Talent Attraction team.

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