



# TRUSTEES

Appointment Brief

2020



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## CHAIR'S INTRODUCTION

ODI has been at the forefront of producing evidence, convening debate and promoting ideas to address global challenges for 60 years. We have been thought leaders, critical friends and policy advisers to governments, heads of state and international agencies, and agenda setters for global processes and changemakers. In 2020 we are looking for new Trustees to join the ODI Board to help us realise our vision of a sustainable and peaceful world. As well as fulfilling our obligations as a charity, Trustees are champions and ambassadors for ODI's work, playing a catalysing role in building high level partnerships. As part of the ODI@60 initiative – marking our 60<sup>th</sup> anniversary – we are particularly looking for someone with significant knowledge and experience in policy research on development issues.

If you share [ODI's vision and values](#) I encourage you to think about joining our great team at this exciting juncture. While our [five-year strategy](#) is underway, ODI@60 aims to go beyond it and develop new approaches that transcend old aid paradigms and progress development as a genuinely global issue. If you are excited about changing the world for the better, and can bring new energy, ideas, perspectives together with constructive challenge, then I look forward to hearing from you. Read on to find out more about ODI and how you can join the team.

Suma Chakrabarti  
Chair of the Board

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## ABOUT ODI

### **Evidence. Ideas. Change.**

The Overseas Development Institute (ODI) is an independent, global think tank, working for a sustainable and peaceful world.

ODI produces and promotes evidence and ideas through research and partnership to confront challenges, develop solutions and create change.

### **Responding to a changing world**

Established in 1960, ODI is a non-partisan, non-profit and evidence-driven think tank. With more than 240 staff and ODI Fellows in 30 countries globally, it exists to have real impact for those who need it most.

ODI offers a distinctive mix of research, convening and communication power, which has made the organisation the leading think tank for humanitarian and international development issues in the UK for 60 years.

During this time, remarkable gains have been made against critical measures – such as life span, literacy and food security - for the world's poorest people. These gains were not inevitable, nor are they irreversible. In the current global context of profound change and deep uncertainty, the world faces many shared challenges, such as climate change, inequality, geopolitical volatility, violent extremism, financial instability, backlash against human rights, especially women's rights, and uncertainty about the future of work.

Human rights are at a crossroads. A perfect storm of pandemic, global economic crises and climate change grips global attention. Seventy-five years after the UN was established, the promise of the Universal Declaration of Human Rights remains largely unfulfilled for most people in the world, especially women, black people and other people of colour, who are either experiencing a backlash against hard earned rights or whose fundamental human rights largely historically ignored. Gender equality achievements fall far short of agreed targets. The pandemic has laid bare the gross inequities and inequalities of our economic and social order, which have also tended to fall disproportionately on those whose rights have been most denied, rousing public anger and growing demands for a fairer system, including along racial lines. Massive social protests have opened a window of opportunity and an imperative for the full integration of a rights and justice-based approach in the peace, development and sustainability agenda. At national and local levels, advancing accountability in the digital age will require effective institution-building and social accountability.

ODI has been a thought leader in the field of politics and governance at all these levels of engagement and will combine its work on human rights, humanitarian action and political change to propose policies, actions and initiatives to accelerate progress on human rights, global justice and peace.

In the face of these challenges, ODI aims to bring multiple perspectives, disciplines and tools to understand the complexity and interconnectedness of the issues at stake. The organisation works with a wide range of partners to collect robust evidence, find and test creative solutions, and engage with those who have the power to change policy, practice and approach.

As such, ODI works on a wide range of topics, across a variety of countries and regions: climate, environment and energy policy; conflict, risk and natural hazard-related disasters; economic development, finance and aid; governance, politics and justice; poverty, inequality and social policy; migration; women's rights; digital transformation. More on the organisation's major research themes, programmes and partnerships can be found [here](#).

## ODI@60







The world will never address global challenges through development cooperation alone. Achieving the Sustainable Development Goals and tackling the climate crisis will require a global effort that spans communities, governments, business and civil society.

As ODI enters its 60<sup>th</sup> year, we are challenging decision makers, thought leaders and visionaries to think differently through a series of discussions about global challenges. ODI@60 is convening in London and around the world, and hosting online dialogues about the future of development and global affairs. We are working with partners to ask difficult questions and tackle the gritty issues, and to amplify the voices of those traditionally left out of the development debate.

Key global challenges we are exploring include:

- Tackling the climate emergency
- Navigating the future of work
- Reclaiming international cooperation for migration
- Breaking the backlash against women
- Understanding violent behaviour
- Getting to zero in the fight against inequality

## Our values

<b>Independence</b>  <p>Our work is independent from our funders. Staff are able to challenge donor thinking and policy and the wider development consensus.</p>	<b>High quality</b>  <p>We ensure best practice, innovative approaches and continuous improvement in our research, policy advice and public affairs.</p>	<b>Fairness, diversity and equality</b>  <p>We treat all staff and partners fairly and with respect.</p>	<b>Working together</b>  <p>We continuously try to foster better relationships throughout the organisation. We believe that by working together in a supportive environment, we will achieve more have greater impact.</p>
	<b>Transparency and accountability</b>  <p>We report openly on our use of public funds, and fully communicate our work to our donors, research subjects and partners.</p>	<b>Sustainability</b>  <p>We use resources in a sustainable way, conscious of our impact on the environment.</p>	

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## ODI GOVERNANCE STRUCTURE

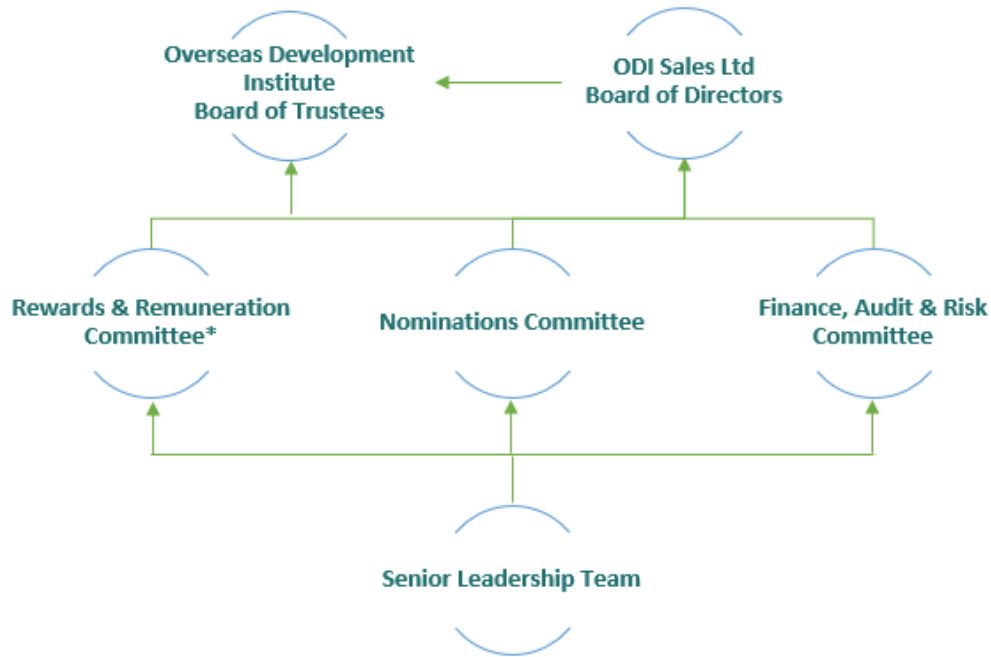
ODI is a charitable company limited by guarantee. The Institute is governed by a Board of up to 12 [Trustees](#), chaired by Suma Chakrabarti. ODI aims to maintain an international and balanced Board of Trustees to include research, academic, business and political expertise and knowledge, as well as diversity. Trustees are both Charity Trustees and Directors under UK charity and company law.

The Charity has a wholly owned trading subsidiary, ODI Sales Limited, which provides an alternative corporate mechanism to further the charitable objectives of ODI. ODI Sales Limited has a Board of three Directors, who are also Trustees for the Charity. Both the Charity and the trading subsidiary have a Memorandum and Articles of Association as their governing documents.

The Board is responsible for strategy, reviewing progress against business and strategic plans, results versus the budget, the final income and expenditure for the year, new or amended policy, risk management and other applicable current projects. Its role is to direct, challenge and guide management. They also meet informally to review strategic priorities and deepen the understanding of specific research and advisory projects.

The Board of Trustees is ultimately responsible for ODI's and ODI Sales' Limited governance and internal controls. The Board is supported by four sub-committees listed below, and the Senior Leadership Team led by the Chief Executive, Dr Sara Pantuliano:

- Finance, Audit and Risk Committee, which meets four times a year in advance of each Board meeting;
- The Reward and Remuneration Committee which meets at least once a year to assess staff pay awards and SLT salaries;
- The Nominations Committee, which meets between one and four times a year, depending on requirements, makes recommendations to the Board for new potential Trustees and the reappointment of Trustees.
- The Policy Research Quality and Impact Committee, which reviews a select number of ODI products for their analytical quality and likely impact, and provides the Board a summary of the review at every quarterly Board meeting.



*\* Committee Terms of Reference under review*

## TRUSTEE ROLE: PURPOSE

ODI is looking to appoint new Trustees to join The Board and to support the Senior Leadership Team in leading the organisation and setting a new course for ODI building on the reflections generated in the course of the 60<sup>th</sup> anniversary year through research, think pieces and global convening.

As a member of the Board of Trustees you will have an important role in protecting ODI's reputation and ensuring ODI is carrying out its charitable purpose.

### Key responsibilities:

- Work with the Chief Executive and Senior Leadership Team to develop, frame and review ODI's organisational direction and strategy, and ensure ODI achieves the goals and objectives defined in its governing documents;
- Provide support and constructive challenge to the Chief Executive and Senior Leadership Team and hold the Chief Executive to account for the performance of ODI;
- Ensure ODI's financial and operational viability including approval of budgets, accounts, financial statements and financial reports presented to the Board of Trustees;
- Attend Board and sub-committee meetings and contribute to key strategic debates within the organisation as well as external initiatives;
- Safeguard ODI's values, policies, reputation and assets;
- Contribute actively to the Board of Trustees' role in shaping and reviewing key organisational policies;

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- Act in ODI's best interest to ensure that the organisation complies with its Articles of Association, Charity Law, Company Law and any other relevant legislation or regulation, ensuring the effective management of resources and of risk;
  - Represent ODI at key events and promote the organisation within personal and professional networks;
  - Attend ODI led events and engage with staff across the organisation.

### **Research & Policy Expertise**

- Experience in producing policy-relevant research publications
- Experience in managing knowledge-based groups such as think-tanks, academic institutions, knowledge organizations, or research units within larger organizations

Trustees shall hold office for a term of 3 years, and then are subject to re-appointment for a maximum of two further terms. There is no remuneration for serving on the Board, as appointments are on a voluntary basis.

### **Diversity**

ODI is strongly committed to increasing diversity in all its forms at all levels of the organisation. We are building a culture where difference is valued and want that reflected at Board level. We particularly encourage applications from outside Europe and the US, and from those who identify as disabled, LGBT+, ethnic minorities, and come from diverse social and educational backgrounds.

## **REQUIREMENTS**

To take up the critical role of Trustee, individuals need to be engaged and motivated in the work and mission of ODI. We are seeking to recruit a Trustee who is:

- Passionate about ODI's vision, mission and values, and able to communicate a compelling sense of purpose to others;
- Has sound strategic vision and the ability to think creatively and contribute to Board discussions in a collegiate yet robust manner;
- Has professional expertise and experience in producing, and overseeing the production of, policy-relevant research.
- Is personally influential, has a strong reputation in their field and is trusted and respected;
- Has a strong understanding of global affairs and of the external environment within which ODI works;
- Has excellent interpersonal skills, and a creative desire to challenge 'business as usual' approaches in the international development and humanitarian sectors;
- Is able and willing to reach out to networks to promote ODI's work and objectives and make introductions;
- Has a demonstrable understanding of corporate governance issues, especially compliance and reporting requirements of charities;
- Has an understanding and acceptance of the legal duties, liabilities and responsibilities of charity Trustees;
- Is able and willing to devote the necessary time (around one day a month) and effort to the role of Trustee. Trustees are expected to attend all Board meetings (four Board meetings and two strategy away days per year) in person or via teleconference.

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Trustees may also be asked to join at least one Board sub-committee (sub-committees meet up to 5 times per year).

## HOW TO APPLY

If you are interested in becoming a Trustee, please write by **Friday 13<sup>th</sup> November 2020** to our Company Secretary, Teja Zbikowska at [t.zbikowska@odi.org.uk](mailto:t.zbikowska@odi.org.uk) with:

- your CV;
- a personal statement setting out your motivation in applying for the role.

Expressions of interests are reviewed by our Nominations Committee and feedback will be provided within 3 weeks of application. If you are shortlisted, you will be invited to an interview with the Committee.

If you have any enquires on any aspect of the appointment, please email Teja Zbikowska at [t.zbikowska@odi.org.uk](mailto:t.zbikowska@odi.org.uk)



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Ideas.  
Change.**

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**ODI is an independent, global think tank, working for a sustainable and peaceful world in which every person thrives.**  
We harness the power of evidence and ideas through research and partnership to confront challenges, develop solutions, and create change.

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