



## Call for Independent Member for Nomination Committee

### Introduction

Fairtrade changes the way trade works through better prices, decent working conditions and a fairer deal for farmers and workers in developing countries. By choosing Fairtrade products, people can create change through their everyday actions, and farming communities can improve their lives and invest in their future.

The Product Network NAPP is the registered Body as per Hong Kong Laws, multi stakeholder body that is responsible for the strategic direction of Fairtrade, sets Fairtrade Standards and supports producers. The board has 16 current elected board members. It is headquartered /Central Office in Bangalore, INDIA but works through staff and consultants located around the Asia & Pacific where our producer organisations are located.

We have an ambitious strategy for transforming the way we work and scaling up the impact of our work and our Board of Directors has a vital role in ensuring we achieve these aims.

**We currently have 1 open position for an Independent member on the Nomination Committee and Only NAPP members are encouraged to apply.**

### The objective of Governance Committee

It is the responsibility of the NAPP Nominations Committee (NC) to interview, evaluate and provide recommendations to the NAPP Board for membership of all bodies of the NAPP and the Chief Executive Officer in a timely and responsible manner.

### Membership

The NC shall consist of a minimum of three and a maximum of five members (with preference for an unequal number). The NC shall always consist of at least one independent member and one NAPP Board member. Members of the NC shall be nominated based on relevant expertise to the NC's work, for example demonstrated skills and experience in human resources or recruitment. Each member of the NC shall be nominated directly by a NAPP Board member and elected by a majority vote of the NAPP Board.

The appointment of non-Board members is notified to the NAPP Board by the Chair of the Committee for ratification; the remaining members are proposed to the Board, through its Nominations Committee.



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## **Term**

The term for members of the NC is three years from the date of election. NC members can be re-elected to one additional 3 year term, to a maximum of two 3 year terms in total, by the NAPP Board. Termination of NAPP Board membership automatically terminates membership in the NC. A Committee member's term may be terminated at any time by decision of the majority of NC members based on lack of fulfillment of any of the requirements.

The Committee members who are not Board members may continue to serve till they are recalled by Board with a simple majority on the recommendation of Finance and Audit committee Chair. No member may serve more than two consecutive terms, without a gap of at least three years. NAPP reimburses reasonable economy travel and accommodation costs upon submission of original receipts.

## **Member requirements**

Good understanding of English; willingness to objectively evaluate candidates according to the responsibilities and qualifications of the position description; reliable internet and telephone access; sufficient availability for previously scheduled telephone and in-person interviews with candidates.

## **Frequency of meetings**

The NC will meet at least two times a year. The Committee will hold at least one physical meeting a year. The Chair may call further meetings as required. Meetings of the Finance and Audit Committee can be held virtually, physically or by telephone conference.

## **Duties**

The NC shall require participation of at least three members, as required for section 3, in the discharge of its duties to:

1. Regularly review the competency framework for the NAPP Board as well as the skills, knowledge and experience required of members of the other bodies of the Association and make recommendations to the NAPP Board with regard to any changes.
2. Give full consideration to succession planning taking into account the challenges and opportunities facing NAPP, and what skills and expertise are therefore needed in the future.
3. Be responsible for identifying and nominating for the approval of the NAPP Board, candidates to fill vacancies as and when they arise.

4. Evaluate the balance of skills, knowledge and experience, and, in the light of this evaluation prepare a description of the role and capabilities required for a particular vacancy (job description). In identifying suitable candidates the committee shall:
- Use open advertising or the services of external advisers to facilitate the search;
  - Consider candidates from a wide range of backgrounds, but with a clear knowledge of and commitment to Fairtrade;
  - Consider candidates on merit and against objective criteria, taking care that appointees have enough time available to devote to the position, and specifically, ensure that non-board members of bodies and committees do not serve on more than one such body or committee;
  - Consider the potential for conflict of interest of candidates.
  - Keep under review the leadership needs of the Association, both executive and non-executive, with a view to ensuring the continued ability of the Association to compete effectively in the marketplace and fulfil its mission.
  - Keep up to date and fully informed about strategic issues and commercial changes affecting Fairtrade International and the market in which it operates.
  - Ensure that on appointment elected candidates receive a formal letter of appointment setting out legal responsibilities and liability, expected time commitment, committee service and involvement outside Board meetings.
  - The NC shall make whatever recommendations to the NAPP Board it deems appropriate on any area within its remit where action or improvement is needed.

#### **Personal characteristics and behaviours to be demonstrated by all Board members**

- Respects and internalizes the principles of accountability
- Makes informed judgment
- Listens actively with an open mind
- Participates in debate, providing relevant comments
- Speaks own mind candidly but respectfully
- Demonstrates initiative and insightfulness
- Thinks both logically and creatively
- Makes decisions independently
- Advises from own experience base
- Teams with others, forming collaborative relationships with other Board members and, where appropriate, providing guidance and advice to staff



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## **How to Apply**

Interested candidates should send in their CV and a cover letter detailing why they are qualified for and interested in being an independent member of the Governance Committee, with subject line **"Independent – Nomination Committee"**.

Applications will be accepted until **30 January 2019** at [nominations@fairtradenapp.org](mailto:nominations@fairtradenapp.org)