



Call for Independent Member for Human Resources and Grievance 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 Human Resources and Grievance Committee and Other Than NAPP members are encouraged to apply.

The objective of Human Resources and Grievance Committee

Annual detailed review of top management performance and succession plans. Oversee and set compensation for senior executives including chief executive. Approve, review and administer compensation and benefits policies.

Annual HR audit Ensure that all state and federal laws and regulations that affect employment are followed. Act as a grievance board for employee complaints. Employees are directed to contact the Human Resources Committee after attempts at resolution through their supervisor and the Chief Executive have failed.

Membership

Good understanding of English; willingness to objectively evaluate situations 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 or meetings. 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.

Term

The membership of the committee must be minimum 3 members and maximum 5 members. Members of the committee shall be nominated based on relevant expertise to the committee's work, for example demonstrated skills and experience in human resources or recruitment. Each member of the committee shall be nominated directly by a NAPP Board member and elected by a majority vote of the NAPP Board. The committee may choose to incorporate outside subject matter experts in the committee or in working groups the committee may choose to form for specific issues.

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 HR and Grievance Committee shall meet as required online and physical meetings may be conducted alongside Board meetings.

Other Duties

- Work with Executive Director and Operations Director to define the short-term and long-term human resources needs.
- Ensure that all state and federal laws and regulations that affect employment are followed.
- Review employee handbook and other personnel policies.
- Perform an internal annual HR audit to ensure PROP policies and processes are upheld.
- Establish a salary structure, review the benefits package and participate in benefits selection, and ensure that employee compensation is comparable other similar organizations.

- Act as a grievance board for employee complaints. Employees are directed to contact the Human Resources Committee after attempts at resolution through their supervisor and the Executive Director have failed.

Candidate Requirements

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, Organization Development.
- Ten plus years of progressive leadership experience in Human Resources positions.
- Broad knowledge and experience
- Minimum 10 years of related office experience.
- Demonstrated experience with budgetary and general office operating procedures.
- Proficiency in related software.
- Good interpersonal skills and the ability to maintain confidentiality and deal with crisis situations in an appropriate manner.
- Must exercise tact, good judgment and sensitivity both in-person and on the telephone.

Committee Member Expectations

- Attend and participate in regular Human Resources Committee meetings.
- Prepare adequately for meetings in order to make informed decisions.

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

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 – Human Resources and Grievance Committee”**.

Applications will be accepted until **30 January 2019** at nominations@fairtradenapp.org