

Justice Centre Hong Kong Volunteer Board Member (part-time, unpaid position)

Justice Centre Hong Kong is a non-profit human rights organisation working fearlessly to protect the rights of Hong Kong's most vulnerable forced migrants: refugees, other people seeking protection and survivors of torture, human trafficking and forced labour.

We are seeking individuals committed to our cause to join our board of seasoned professionals. It's an exciting time for us and we need dynamic, enthusiastic people to steer our development. This is a fantastic opportunity for anyone who is looking to use their skills and expertise to serve the most vulnerable members of our community. By serving as a member of the Board you can help Justice Centre Hong Kong move into a new phase of development, while engaging in cutting edge human rights issues in Hong Kong.

Job Description

The Board is the governing body of Justice Centre Hong Kong. As a Board member you will be responsible for the overall governance and strategic direction of the organisation and for ensuring that the organisation is solvent, well run and delivers against its strategic objectives.

Board members are expected to attend six meetings of the board annually, board sub-committee meetings as appropriate and special events.

Specific roles and responsibilities of a board member:

Strategy and Performance

- Promote the vision, mission and values of Justice Centre Hong Kong
- Set strategic direction and broad goals for continued growth and development
- Approve strategic and annual plans and performance targets
- Monitor organisational progress against mission, strategic goals and annual plans
- Ensure impact assessment is carried out and that operations are effective, efficient and sustainable

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Oversight and Risk Management

- Ensure operations are carried out based on ethical standards, consistent with our values and within a socially responsible framework
- Ensure the integrity of financial information with accountability to all stakeholders, that appropriate financial accounts are kept and approve the organisation's annual report and accounts
- Ensure the organization is solvent and that robust financial controls and systems of risk management are in place.

External Relations

- Publicly support Justice Centre Hong Kong at high profile and/or fundraising events
- Advocate on behalf of the organisation to generate awareness about protection and anti-trafficking issues
- Participate in fundraising activities such as meeting potential donors and contributing to donor pitches
- Promote the organisation in his/her circle of influence, and to make concerted efforts to bring resources, opportunities and funding to the organisation

Ensure Effective Leadership

- Oversee the performance of the Executive Director (ED)
- Participate in recruitment and orientation of the ED as required
- Contribute to board self-assessment and improvement

Policy Development

- Ensure the development and adherence of sound policies across the organisation
- Develop governing policies which reflect our values and the perspectives of the communities we serve

Other

- Actively participate in at least one board sub-committee such as External Relations or Finance

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Desired Skills and Experience

Justice Centre Hong Kong will recruit individuals to serve on the Board who demonstrate all of the following characteristics:

- Deep and demonstrated belief in our vision, mission and values
- Ability to help Justice Centre Hong Kong execute the overall role of the Board
- Ability to guide Justice Centre Hong Kong in a demonstrated area of expertise determined as critical for organisational development and success
- Ability to excel in Board responsibilities and actively contribute to the success of the organisation
- Demonstrated reputation as an upstanding, ethical and principled individual
- Ability to work collaboratively in a group setting to achieve short and long-term goals

We are particularly interested in candidates with expertise in:

- Fundraising / Development
- Advocacy / Government Relations
- Marketing & Communications
- Deep experience in the Hong Kong community

Please send an expression of interest and CV to Sue Campbell at sue@justicecentre.org.hk by Friday, July 7th.

About Justice Centre Hong Kong

A non-profit organisation launched in 2014, Justice Centre Hong Kong was formerly Hong Kong Refugee Advice Centre, which over seven years, helped more than 2,000 refugee men, women and children on the road to a new life. Building on our expertise in refugee issues, we identified a clear need for an increased response to tackling forced labour and human trafficking in Hong Kong and expanded our remit to fill this gap.

We advocate with and for forced migrants bringing their voices into the public debate. We campaign for legislative and policy change, conduct research and work with the media and civil society to fight root causes and change systems and minds.

We provide people seeking protection in Hong Kong with free and independent legal information and specialised legal and psychosocial assistance.

We receive no government funding. Instead, we have spearheaded an innovative pro-bono working model that sees leading international law firms provide financial assistance and donate hours to help with legal research and support. We also harness funding from a variety of trusts and foundations and through individual donations.

Read more at www.justicecentre.org.hk.