



POSITION DESCRIPTION: Non-Executive Director

About Kyeema Foundation:

Established in 2003, we support and work with local partners to address locally identified problems. We are champions of innovative, inclusive technological approaches that lead to transformative and sustainable change in communities. We promote and scale opportunities for improved health and prosperity in three key focus areas:

- 1) nutrition, health and livelihoods
- 2) resilient communities
- 3) innovation

Our programs support marginalised families, specifically women and children, to improve their food, nutrition, health and economic security. We have offices in Ethiopia, Malawi, Mozambique, and Papua and New Guinea and deliver projects globally through our partnership with Palladium.

About the Kyeema Foundation Board:

The Kyeema Foundation Board is responsible for providing strategic oversight, governance, and leadership to ensure the organisation fulfills its mission effectively and sustainably.

Board members play a critical role in setting the foundation's direction, overseeing financial management, and ensuring compliance with legal and ethical standards. They support fundraising and partnership development, helping to expand Kyeema's reach and impact. Additionally, they provide guidance on risk management, organisational policies, and program effectiveness while upholding the values of locally-led development.

As a voluntary board, members contribute their expertise to strengthen Kyeema's long-term sustainability and global influence. Board members meet virtually three times a year, attend the Annual General Meeting (AGM), and participate in additional board or committee meetings as required.

Experience and qualifications:

The Kyeema Foundation Board is responsible for ensuring it has a diverse range of skills, knowledge, and experience, to effectively govern the organisation. To complement the existing experience and skills of the Kyeema Foundation Board, we are currently looking for 2 Non-Executive Directors with expertise in one or more of the following areas:

- **Legal expertise** – Experience in contract management, corporate governance, employment law, and internal compliance
- **Corporate Engagement experience** – Experience in developing corporate partnerships to drive the growth of Kyeema and secure sustainable funding
- **Corporate networks in the United States, Europe and/or Africa** – A well-connected professional with strong regional knowledge and great networks in the United States, Europe and/or Africa
- **Technical expertise** – A specialist in One Health, food security, and/or rural development.



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As Non-Executive Director of the Kyeema Foundation you will have the following responsibilities:

General

- On being elected to the Board, undertake induction and training procedures as provided by the Board
- Maintain an on-going familiarity with the goals, values and strategic direction of the organisation
- Communicate effectively, think independently, and constructively challenge and contribute to the agenda items raised

Governance

- Consider, debate, and vote on issues before the Board based on the best interests of the organisation
- Comply with the rules, policies, and standing orders of the organisation

Planning

- Review, challenge, and approve the organisation's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc)

Meetings

- Attend all meetings, or, if unavoidable, apologise in advance for absence
- Where Board papers are circulated in advance of the Board meeting, read papers and consider issues before the meeting

Administrative & Management

- Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate
- Approach employees of the organisation (paid or unpaid) only through the CEO
- Serve on Board committees as required
- Review and approve the organisation's systems for financial control and risk management
- Undertake administrative duties as required

Media

- Make comments to the media only as provided in the organisation's Media Policy (to be developed) or as recommended by the Board Chair

Promotion

- Promote the organisation in the community and social media channels as opportunities arise

Fundraising

- Participate enthusiastically in any fundraising approved by the Board

Legal & Ethical

- Avoid making any improper use of their position in the organisation to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation



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- Avoid making any improper use of any information acquired by virtue of their position in the organisation to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- If they have any direct or indirect pecuniary interest in any contract with the organisation, inform the Board immediately
- If they have any direct or indirect pecuniary interest in any contract with the organisation, not vote in the Board on that issue
- If they have any non-pecuniary conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board's rulings as to proper procedure
- At all times conduct Board business politely and with consideration for others, without ill feeling or improper bias.