



Akwaaba Steering Committee member role description

Organisation of Akwaaba

Akwaaba is a volunteer-run social centre for migrants. Major decisions are made at General Meetings or in-session meetings, which are open to all Akwaaba members (visitors and volunteers). They take place quarterly, alternating between outside and in-session.

Overall day-to-day management and coordination of Akwaaba is undertaken by a steering committee, which currently consists of four volunteers. The steering committee works with a board of trustees who (pending the outcome of our application for charitable status) are responsible for legal and financial oversight, and safeguarding the development of Akwaaba in line with our constitution.

The steering committee works with a team of project coordinators, who are responsible for managing project areas including Welcome, Children's, English teaching and Storytelling projects.

Responsibilities and expectations of each steering committee member

Ethos

To represent the values of Akwaaba and make decisions according to those values. These include a commitment to social justice, migrants' rights and horizontal power structures.

Contributing to the Sunday sessions

Aim to attend three Akwaaba sessions per month, share in the supervisory roles and volunteer where they are most needed week-to-week.

Capacity outside of sessions and meetings

A new member should have the capacity to take on some of the workload that is shared by the committee. We estimate this to be around 4 hours per week to Akwaaba out of session time.

Members are expected to attend all steering committee meetings which currently take place every three weeks on weekday evenings in NE London but timing and location can be adapted according to needs of all committee members. Members should contribute to discussion, putting forward their viewpoints in the spirit of collective decision making, and volunteer to undertake a share of the actions arising from the meetings.

Shared responsibilities of the steering committee

1. Ensuring that Akwaaba sessions run from week-to-week and that project supervisors are able to run safe sessions according to Akwaaba's ethos.
2. Ensuring the continuation of weekly Sunday sessions in terms of:

- a. volunteer capacity based on the evolving needs of the project
 - b. adapting and updating safeguarding procedures
 - c. supporting volunteers and project area coordinators on an ongoing basis.
3. Monitoring income and expenditure with the support of the Finance Sub-committee (composed of trustees, treasurer and steering committee) and overseeing fundraising so that Akwaaba has the financial resources to continue in the medium term.
4. Maintaining Akwaaba's relationship with our premises managers, renewing our rental contract, negotiating regarding rent and use of space and overseeing the search for new premises if necessary.
5. Promoting collective decision-making by arranging, facilitating and attending general meetings, pre-session briefings, in-session meetings and debriefs. Taking steps to encourage the participation of Akwaaba's migrant members in decision-making processes and responding proactively to suggestions from the community.
6. Overseeing and updating internal and external communication channels including the volunteer rota, website, physical flyers, social media, mailing list and newsletter.
7. Supporting members of the community with ad hoc pieces of casework or help in times of crisis.
8. Maintaining productive and mutually supportive working relationships with trustees, coordinators and key external stakeholders (referral partners, local community organisations etc).

Want to apply? If you are interested in applying, please email a one page letter outlining your motivation and experiences to akwaabalondon@gmail.com or ask one Steering Committee Member to have a chat (also through akwaabalondon@gmail.com or during a Sunday session). The closing date is by the end of 3/9/2018.