



## RECRUITMENT PACK:

### Trustees

The Royal Society for Asian Affairs (RSAA) is at an important point in its development, approaching its 125<sup>th</sup> anniversary in 2026 and is looking to recruit up to three new Trustees.

The Society has made big changes in recent years, including expanding its international audience, improving its accessibility to members and non-members, modernising its constitution and governance structures, and developing an ambitious new strategy that gives the Society's original objectives fresh energy in a 21<sup>st</sup> century context.

To help us drive this forward, **we are looking for an individual with a professional background in fundraising and income generation, ideally in the education sector, and an interest in Asia.** Experience of working with charities is important. Familiarity with the RSAA would be useful but is not essential. We are keen to increase the diversity of the board and will particularly welcome interest from individuals from under-represented groups.

If you would like to be considered, please send a CV (maximum two pages) and a covering letter explaining your interest to Michael Ryder (CEO) at [michael.ryder@rsaa.org.uk](mailto:michael.ryder@rsaa.org.uk) by **31 May 2024**.

If you would like to know more about the role and the RSAA, please contact Michael Ryder at [michael.ryder@rsaa.org.uk](mailto:michael.ryder@rsaa.org.uk) for an informal discussion. Discussions with current board members can also be arranged.



## **Role Description – Trustee**

- Summary:** Trustees are accountable for the proper and effective operation of the Society, giving strategic direction to the Chief Executive, ensuring the financial health and good financial management of the Society, ensuring that the Society has sufficient funds to support its activities, and protecting the Society's reputation and independence.
- Terms:** These are unremunerated, non-executive positions. Expenses may be claimed in line with the Society's Expenses Policy.
- Location:** Any, subject to the ability to fulfil the practical requirements of the role. Attending meetings in person is desirable but participating online is possible.
- Time commitment:** Quarterly meetings; occasional additional meetings where necessary; most board members are also members of sub-committees which typically meet between one and four times per year. Trustees are expected to prepare thoroughly for meetings and to be available for occasional consultation by the CEO outside the cycle of meetings.

## **About the RSAA**

The RSAA is an active, open, international network for informed debate and exchange between policymakers, analysts, educators, and the wider public, placing contemporary Asian events in their historical, cultural, scholarly, and practical contexts. The Society aspires to be the UK's leading network of expertise on the countries of Asia, connecting policymakers with experience, analysis, and scholarship based on values of credibility, knowledge, and integrity.

The RSAA is a membership body registered as a Charitable Incorporated Organisation (number 1179300).

The Society was founded in 1901 as the Central Asian Society, becoming the Royal Central Asian Society in 1931. By 1975 the scope of the Society had grown to cover the whole of Asia and, in recognition of this, changed its name to the Royal Society for Asian Affairs. Its activities and resources include:

- the Society's journal, *Asian Affairs*, published continuously since 1914



- public and member-only talks and panel discussions with recognised experts
- a Library and Archive, housed at Haileybury, available to researchers, members of the Society and senior Haileybury pupils
- an online lending library for members (to be launched in the first half of 2024)
- Travel Awards to 21-28-year-olds in support of practical projects and research including post-graduate degrees, journalism, and travel writing
- an annual Schools' Day for sixth-form pupils with an interest in Asia, run jointly with the School of Oriental and African Studies (SOAS), London
- collaborative projects with centres of excellence in the field including conferences and special journal issues
- a weekly Newsletter, a four-monthly members' magazine, *Caravanserai*, a blog and an active website
- transcripts and recordings (accessible on YouTube) of all public events
- a network of honorary local secretaries

The Society's Business Plan 2003-2007 is available on request or can be downloaded from the Society's website.

The Society has three staff, one full time and two part time, together with the Editor of the journal (also part-time) and a volunteer Librarian and Archivist. They are supported by and accountable to the board of trustees and its sub-committees.

### **About you**

You will have a strong background in charity or educational fundraising, including leadership roles involving familiarity with major donors, legacies and corporate sponsors, as well as an ability and willingness to advise on wider aspects of fundraising and income generation.

You will be familiar with the Code of Fundraising Practice and other guidance from the Fundraising Regulator. You are likely to be a member of the Chartered Institute of Fundraising.

You will have an enthusiasm for helping an organisation with a long history to position itself to deliver its charitable objectives in a contemporary context and to appeal to early- and mid-career professionals across a wide range of sectors including government, academia, business and journalism.