

The Officers of Inclusion International

1. About the Officers

The Officers of Inclusion International are the Trustee / Directors of the organisation as defined by English law and follow the Charity Commission Code of Governance as appropriate.

The Officers are made up of:

- The President
- The Vice President, President-Elect or the immediate Past-President
- The Treasurer
- The Secretary General

Up to 2 other people can be invited (co-opted) to join the Officers because of their skills and experience.

One person can hold more than one of the positions listed above. There must be at least 3 Officers at any time.

An Elected Officer may serve no more than a total of 12 years. Officers must be elected or re-elected every 2 years.

The Officers (Directors) make up the Board of Inclusion International.

The Officers meetings are chaired by the President.

The Officers make the decisions about Inclusion International that do not have to be made by the Council or the members General Assembly.

This includes:

- Deciding the direction for all financial and management functions of Inclusion International

- Authorising the day to day running of Inclusion International to the Executive Director and the staff team. The officers support and oversee all activity .

The Officers have responsibilities under UK law - the Companies Act and the Charities Act. The responsibilities are:

- Act in the best interests of Inclusion International
- Manage the business of Inclusion International according to the law
- Manage its assets (money) properly according to Charity Act laws
- Make sure that Inclusion International can continue to meet its responsibilities in the future.

It is important that the Officers group are made of people that have a mix of skills and experience to carry out what the laws say.

2. Skills and Experience of the Officers

The Officers of Inclusion International must commit to promote inclusion, equality and opportunities of people with intellectual disabilities and their families across the world.

The Officers must be able to:

- give advice,
- be well organised,
- have some financial knowledge,
- work on making the vision and values of Inclusion International real

Essential skills and experience of Officers:

- To understand the purpose of Inclusion International
- Knowledge of intellectual disabilities
- They are able to give the time that is needed to do their role as Officers
- They are able to represent Inclusion International by speaking or giving presentations
- They are able to work together with other Officers and the staff to achieve goals.
- Be honest and trustworthy
- Be respected by members of the Inclusion International network
- Are able to maintain the reputation of Inclusion International around the world.

Other skills and experience:

- They must want to make a difference
- Be able to make decisions
- Confidence in communicating with others, both in writing and in person.
- Be able to think about the future of the organisation, especially when making plans
- Be able to think about what is most important, this is called setting priorities
- Respond quickly to questions

A full induction is given to all new Officers and the Officers regularly to make sure they have the skills needed to undertake the role.

Skills needed for the Secretary General and/or Treasurer

- An understanding of the laws that must be followed. These are the UK Companies Act and Charities Act, and understand about compliance and company registration recruitments
- An understanding of the laws about being trustee.