

Governance Volunteer

Background

Atma requires a Governance volunteer to assist the partner NGO with governance related requirements and work closely with its senior management to review and strengthen its board.

Location:	Mumbai/Pune
Time Commitment:	Full Time

Sr.no.	Key Job Areas
	<ul style="list-style-type: none"> ● Working closely with the leadership of the organization to review and strengthen the board. ● Carrying out a board audit. ● Creating an action plan with identified organizations based on the audit. ● Preparing board policies and a board manual. ● Preparing job descriptions for the board members and identifying board members if required. ● Doing a formal handover and training of the governance collaterals.

Skills	Knowledge/ Experience	Competencies
Strong leadership skills	Experience of working in the Social sector	Consultative approach to work
Excellent verbal and written communication	Knowledge of Education sector in India	Self starter

Strong negotiation skills	Experience working on and leading a diverse team.	Able to deal with ambiguity.
Strong analytical skills.	Experience working with Senior management/board.	Maturity
		Detail oriented.