

Job Description- Governance Volunteer

About Atma:

Atma provides strategic solutions to help education NGOs scale. Each year, we choose a cohort of organisations to become partners and provide them with up to three years of holistic consultancy support & management expertise. Atma recruits professional volunteers from around the world to execute projects with our partner organisations.

Location	Remote
Time Commitment	3-6 hrs/day, 3 Months (minimum)
Reporting To	Atma Consultant

Possible Projects	Key Responsibilities
<ul style="list-style-type: none"> Advisory Board 	<ul style="list-style-type: none"> Identify the knowledge and skill gap in the leadership team and the board Set up an advisory board for our partner organisation Determine the size and scope of the board
<ul style="list-style-type: none"> Board Audit Board JDs Board Manual Board Recruitment 	<ul style="list-style-type: none"> Work closely with senior leadership to review and strengthen the existing board of our partner organisation Create written job descriptions for the recruitment of suitable board members
<ul style="list-style-type: none"> Board Structure Legal Registration 	<ul style="list-style-type: none"> Ensure board meets all legal requirements/legal registrations

Skills & Competencies	Consultative approach to working, strong leadership skills, senior-level experience in the social or corporate sector
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