

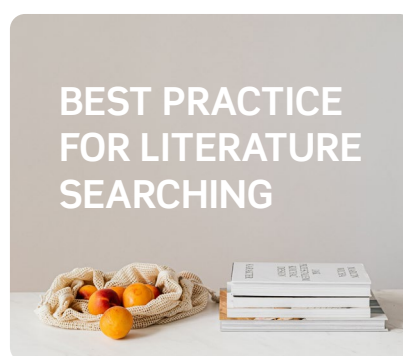
TREASURER RECRUITMENT INFORMATION PACK

OUR WORK

IFIS is a not-for-profit organisation with an ongoing commitment to:

Supporting those studying and working in the sciences of food and health by making it easier to access trustworthy industry-specific information.

Furthering learning and development in the sciences of food and health across the world - especially in areas where access to our resources may be limited.



We have been publishing [FSTA](#) (Food Science & Technology Abstracts) since 1968. In 2020, it was used by 479 corporate and academic customers in 38 countries, and even more through our charitable activities.

Last year, we held training events every two weeks. These are either online or in person. Delegates attend from all over the world.

Our flagship publication is the [Best Practice for Literature Searching](#). There are versions for both corporate & academic practitioners.

WHAT ARE THE BENEFITS OF BEING AN IFIS TRUSTEE?

Contributing to an important cause

Information literacy is crucial to commercial innovation and good quality academic research. Scientists, technologists and engineers are struggling to cope with the quantity and quality of information being published. Joining the IFIS Board is an opportunity to help shape effective solutions to those working with the sciences of food and health worldwide.

Strategic experience

Joining the IFIS Board is an opportunity to use and develop strategic skills at an organisational level. As a Board member you will contribute to the development of our strategic plan and have oversight of its implementation.

Professional networks

Being a member of the Board, creates an opportunity to expand your professional network. You will be working with other IFIS Board and advisory group members, who come from diverse, international backgrounds.

OUR MISSION

To fundamentally understand and best serve the information needs of those working with the sciences of food and health.

OUR OBJECTIVES (2021)

1. Given widespread concerns about how people search for information, IFIS will provide best practice guidance to those working in the sciences of food & health;
 2. Given the over-reliance on flawed search tools in the corporate sector, IFIS will develop & promote bespoke search tools for food, beverage and ingredient manufacturers.
 3. Given the growing challenges of locating relevant information, IFIS will provide software tools that improve search results; and
 4. As the number of organisations & practitioners has grown rapidly over the last 10 years, IFIS will increase activities to raise awareness & use of subject-specific databases (focusing on FSTA).
 5. To assist developing countries to improve their information services, we will support the [Research4Life scheme](#).
-

OUR VALUES

Integrity

Our commitment to greater integrity and accuracy in the sciences of food and health starts with our own operations - that's why we demonstrate openness, honesty and fairness in everything we do.

Independence

IFIS always operates impartially and without influence; our only motivation is providing access to trustworthy food and health information.

Responsiveness

Fuelled by technological innovation, the needs of our users, staff and other stakeholders are always evolving - it's our responsibility to adapt to meet those needs.

Quality

Our dedication to consistently delivering excellence runs through every element of IFIS, from the sources and tech powering our services, to the support and training we provide.

Accessibility

In areas where access to our resources would otherwise be limited, we provide free or low-cost use of our services, because nobody should be excluded from exploring trustworthy and relevant food information due to their location.

OUR ORGANISATION

IFIS was founded in 1968 to meet the needs of food science, technology and health communities. In its early years, Food Science and Technology Abstracts published fewer than 20,000 records annually. As the field of food research has grown and evolved, so has FSTA. In 2020, we published 100,000 records across the whole of the sciences of food and health.

We are based in offices near Reading. Our 16 staff work closely with partners in India, the US and China. We currently have 5 trustees (non-executive directors).



IFIS office, Winnersh Triangle, Berkshire, UK



COLIN DENNIS, CHAIRMAN

Colin is chair of the British Nutrition Foundation (BNF), a former President of IFT (Institute of Food Technologists) and was Director-General of Campden BRI for 21 years.



BARBARA BYRD KEENAN

Barbara was most recently CEO of the Endocrine Society, based in Washington DC. She was previously Executive Vice President of IFT.



WEIBIAO ZHOU

Weibiao is Head of the Food Science & Technology Department at the National University of Singapore.



DAVID DUNCAN

David was most recently Group Head of Technology at Bloomsbury Publishing.



PEDJA PAVLICIC

Pedja is currently Head of Digital at Bloomsbury Publishers.

THE ROLE

We wish to recruit a treasurer with a background in financial management, investment and defined benefit pension schemes. The role involves [1] contributing to the strategic direction of our organisation and [2] ensuring that management are delivering relevant and effective support to scientists, technologists and engineers around the world. There are also formal statutory duties associated with the role, which are detailed in the job description below.

We are looking for someone who holds, or has recently held, a senior finance position and has some familiarity with charity finances. However, no previous experience of serving on a Board is required, as we will provide training.

This is a voluntary role that involves attending quarterly meetings and providing occasional advice and support. Attendance can be virtual, but we prefer the treasurer to attend at least one meeting in person each year. Travel and accommodation expenses will be provided. Our offices are 25 minutes from London, Heathrow.

In total, the time commitment will amount to **5-6 days per year**.

Treasurers are appointed for a **three-year term**. This can be renewed by mutual agreement.

SUPPORT AND TRAINING

We will ensure that you have the support and training needed to contribute effectively. This will include comprehensive induction training; a trustee "buddy" and updates on trustee responsibilities from our external partners.

INTERVIEW AND APPOINTMENT PROCESS

For further information about the role please email IFIS's Managing Director, Jonathan Griffin (j.griffin@ifis.org).

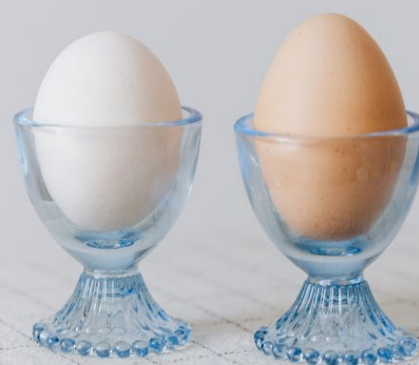
If you wish to apply, please send your CV and a covering letter to IFIS's HR Manager, Claire Peggs (c.peggs@ifis.org).

The deadline date for applications will be detailed on our [vacancies page](#).

The selection process will involve two interviews using video conferencing. The first will be with the Chair of Trustees and another trustee. The second will be with the Managing Director and Chair.



food and health information
www.ifis.org



EQUAL OPPORTUNITIES POLICY

IFIS is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organization, including recruiting, promotion, termination, layoff, leave of absence, compensation, benefits, training, and apprenticeship.

IFIS makes hiring decisions based solely on qualifications, merit, and business needs at the time. Therefore we operate a blind CV policy. Our HR Manager removes personally identifiable information before applications are assessed by staff.

JOB DESCRIPTION

JOB TITLE: TREASURER

REPORTS TO: BOARD OF TRUSTEES

Duties

- Scrutinising board papers
- Contributing to board decision making
- Providing guidance on new initiatives
- Ensuring the charity keeps proper accounts
- Reviewing the charity's financial performance
- Reviewing policies for finance & investment
- Ensuring that there are robust & effective financial controls in place
- Liaising with finance staff & with the charity's independent auditor

The Charity Commission provides some helpful documents to explain these duties in more detail. (<https://www.gov.uk/guidance/charity-trustee-whats-involved>). It is worth highlighting that we insure against any personal financial liability.

Statutory Duties

1. To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
2. To ensure that the organisation pursues its objects as defined in its governing document
3. To ensure the organisation uses its resources exclusively in pursuance of its objects
4. To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
5. To safeguard the good name and values of the organisation
6. To ensure the effective and efficient administration of the organisation
7. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
8. To appoint the Managing Director and monitor performance

Knowledge & Skills

We are aiming to maintain a Board of Trustees that has first-hand experience in each of the areas listed below. One of the biggest gaps is area E - Finance and Audit.

A. Higher Education Expertise in our Domain

- Teaching / Supervising
- Academic Research / Consultancy / Commercialisation
- Library / Information Services

B. Industry Expertise in our Domain

- Innovation / NPD / Technical: food, beverage and ingredient manufacturers

C. Publishing Expertise

- Platform / Search / Abstracting & Indexing / AI & ML
- Digital subscription business
- STM Publishing

D. Strategy and Planning

- Change Management / Strategic & Corporate Planning
- PR / Marketing / Digital media

E. Finance and Audit

- Financial Management / Financial Accounts
- Stock Market Investment
- UK Audit (external and/or internal) & Taxation

F. Human Resources

- Staff Recruitment & Performance Management / Employment Law
- Pensions

G. Governance, Legal, Compliance and Risk

- Corporate Governance / Non-Executive Directorship (other than IFIS)
- UK Charity Trustee, UK Charity Law, & Understanding of Public Benefit
- Risk Management

Qualities

1. Objectivity, fairness, integrity, respect, wisdom, discretion and good judgement
2. A commitment to act solely in the best interests of IFIS without regard to personal interest or benefit
3. Readiness to take and be accountable for decisions made
4. The necessary time to be an effective trustee
5. High level of enthusiasm and motivation.
6. A good team player
7. No significant potential conflicts of interest

To apply, please send your CV and a covering letter to IFIS's HR Manager, Claire Peggs at c.peggs@ifis.org