



Job Description: Committee Member

Organization: SPCA Namibia (Society for the Prevention of Cruelty to Animals, Namibia)

Position Overview

Volunteer committee/board member responsible for providing strategic governance, oversight, and advocacy to advance SPCA Namibia's mission of preventing cruelty to animals, promoting welfare, and supporting compassionate communities. This role collaborates with fellow board members, the executive team, and stakeholders to ensure effective leadership, accountability, and sustainable impact.

Key Responsibilities

- **Strategic Governance:** Participate in the development, approval, and monitoring of the organisation's strategic plan, goals, and performance indicators.
- **Fiduciary Oversight:** Review financial statements, approve budgets, ensure internal controls, and support fundraising and financial sustainability.
- **Policy & Compliance:** Advocate for and uphold governance best practices, legal compliance, safeguarding, and animal welfare standards.
- **Program Oversight:** Monitor programmes and services to ensure effectiveness, efficiency, and alignment with mission.
- **Risk Management:** Identify, assess, and mitigate organisational risks (financial, legal, reputational, operational).
- **Advocacy & Community Engagement:** Increase public awareness, advocate for humane policies, and cultivate relationships with donors, volunteers, partners, and supporters.
- **Executive Support:** Support the National Director, provide guidance, and participate in management decisions as appropriate.

Qualifications & Skills

- Commitment to animal welfare and the mission of SPCA Namibia.
- Strong integrity, ethics, and accountability; ability to maintain confidentiality.
- Strategic thinking with good judgment and problem-solving skills.
- Financial literacy; experience with budgeting, financial reporting, or fundraising (preferred).
- Governance experience or familiarity with non-profit sector (preferred).
- Stakeholder engagement, diplomacy, and strong communication abilities.
- Ability to dedicate time for meetings, committee work, and occasional events.
- Cultural sensitivity and a commitment to inclusivity and diversity.

Time Commitment

- Attend monthly committee meetings.
- Serve on at least one sub-committee (e.g., Finance, Programmes, Fundraising, Governance).
- Availability for periodic site visits, events, and urgent decision-making as needed.

Term & Accountability

- Serve a defined term (2 years) with the possibility of renewal.



- Accountable to the organisation's mission, bylaws, and stakeholders.

Benefits

- Opportunity to contribute to a meaningful cause and improve animal welfare in Namibia.
- Networking with community leaders, donors, and partners.
- Personal and professional development in governance, leadership, and non-profit management.

How to Apply

- Submit a brief statement of interest, relevant experience, and a resume/CV.
- Include any prior board or volunteer governance experience and your motivation to serve SPCA Namibia.
- Applications or inquiries: director@spcawindhoek.org.na

Note: This is a voluntary, non-remunerated governance position. Reasonable travel or meeting-related expenses may be reimbursed in line with SPCA Namibia policies.