



CALL FOR PRODUCER REPRESENTATIVES TO SERVE ON Fairtrade Africa BOARD COMMITTEES

TEAM: FTA BOARD COMMITTEES

**LOCATION: REMOTE – VIRTUAL QUARTERLY MEETINGS AND PHYSICAL MEETINGS ON A
NEED-BE BASIS**

REPORTING LINES: REPORTS TO THE BOARD OF DIRECTORS QUARTERLY



23RD SEPTEMBER 2026

ABOUT US

Established in 2005, Fairtrade Africa ("FTA" or (the "Company") is a member of Fairtrade International and the umbrella network organization representing Fairtrade-certified Producer Organizations in Africa and the Middle East. It has four (4) regional networks ("Regional Congresses") – Eastern & Central Africa; Southern Africa; West Africa; and the Middle East & North Africa. FTA currently represents 1,354,294 farmers and workers in 660 producer organizations spread across 28 countries in Africa and the Middle East by providing services to them that contribute to the improvement of their livelihoods.

BOARD COMMITTEES AT FTA

FTA's Board is responsible for agreeing on strategies that help achieve its goals and those of the international Fairtrade system. The Board, in fulfilling its mandate, works through the following Board Committees; **Nominations Committee, Governance Committee, Finance Committee, Human Resource & Appeals Committee, Audit & Risk Committee, Board Evaluation Committee, Protection & Safeguarding Committee and Markets Steering Committee.**

The Board Committees meet on a quarterly basis with at least three meetings being virtual and one physical meeting subject to availability of funds and necessity. The positions held at the committees are unremunerated but reasonable travel and subsistence expenses are reimbursed.

The Committees operate within the legal framework of FTA's Articles of Association, Various FTA Policies i.e., Code of Conduct, FT Organizational Code and the Terms of Reference for the Committees and as such applicants must possess knowledge on governance processes and compliance.

ABOUT THE OPEN POSITIONS

Producer Representatives serve to bring the perspectives and interests of FTA's producer membership into the deliberations of the Committee. However, they are not delegates of individual producer organisations and shall exercise independent judgment in the best interests of Fairtrade Africa, having regard to the interests of its membership.

The positions are only open to paid-up Producers. The general responsibilities of Producer Representatives on Board Committees shall be as follows;

- a) Represent the membership perspective
 - o Bring the interests, experiences and perspectives of FTA's producer members into Committee discussions.
 - o Ensure that matters under consideration are assessed, where relevant, from the perspective of producers and member organisations.
- b) Promote FTA's interests
 - o Act in the best interests of Fairtrade Africa and in furtherance of its objects, rather than advancing the interests of an individual producer, organisation, country or constituency.
- c) Provide informed producer input
 - o Share relevant knowledge, experiences and concerns from producer organisations to inform Committee deliberations and decision-making.
 - o Draw attention to potential implications of proposed policies, strategies or decisions for producers.
- d) Facilitate appropriate communication with members
 - o Where authorized and appropriate, help communicate relevant Board/Committee decisions, priorities and developments to the membership.

- Support two-way communication between FTA and its producer members, while respecting confidentiality.
- e) Maintain confidentiality
 - Safeguard confidential information received through their Committee and Board functions and refrain from sharing information that has not been authorized for disclosure.
- f) Exercise independent judgment
 - Participate actively and independently in Committee deliberations, applying their knowledge and judgment rather than acting solely on instructions from a particular constituency or member organisation.
- g) Identify emerging membership issues
 - Bring material issues, concerns or trends affecting producer members to the attention of the Committee through the appropriate governance channels.
- h) Participate fully in Committee work
 - Attend and adequately prepare for Committee meetings, review papers in advance, participate constructively in discussions and contribute to the Committee's assigned responsibilities.
- i) Observe governance and ethical requirements
 - Comply with FTA's Articles of Association, Board Charter, Committee Terms of Reference, Code of Conduct, conflict-of-interest requirements and other applicable governance policies.
- j) Avoid conflicts and constituency capture
 - Declare and appropriately manage any actual, potential or perceived conflict between their personal, organizational or constituency interests and the interests of FTA.

GENERAL SKILLS

- a) Previous experience of working at a Board level or Board Committee or Managerial position in your PO, with an understanding of good corporate governance procedures and compliance.
- b) Ability to be able to contribute to Committee discussions by listening actively with an open mind and willingness to speak their mind and engage in open debate while working effectively as part of a team.
- c) The ability to read and digest management reports and to take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- d) Excellent written and verbal communication skills and sufficient literacy to be able to understand and contribute to discussions.
- e) Proficiency in English, which is the working language of the Committees. Knowledge of other languages used by Fairtrade producers and regional networks (particularly French and Arabic) would be an advantage.
- f) Excellent interpersonal skills with ability to interact with individuals across multi-functional disciplines.
- g) Conflict resolution skills and Good organizational skills

COMMITTEES THAT NEED REPRESENTATION /

FTA Board Committee	Region to Apply
Governance Committee	SAN, ECAN or WAN
Human Resource & Appeals Committee	MENA or ECAN
Nominations Committee	ECAN, MENA or WAN
Finance Committee	SAN or ECAN
Note: ○ The following committees are non-PO presented; Markets Steering Committee (PO Board members sit here) , Protection & Safeguarding Committee ○ Risk & Audit Committee – Producer rep tenure still active ○ Board Evaluation Committee : Producer rep tenure still active	

HOW TO APPLY

APPLICATION DEADLINE : 30TH OCTOBER 2026

Interested candidates, who possess the above competencies, should send the documents below via email to nominations@fairtradeafrica.net

- Curriculum Vitae (resumé) of not more than **2 A4 pages** showing education, professional qualifications and employment record if any.
- An application letter of not more than **2 A4 pages** explaining your interest in the specific committee, what added value you shall bring to FTA and examples of how you meet each area of the specification.
- On the subject line of your email clearly indicate the headline as **PRODUCER REPRESENTATIVE – FTA BOARD COMMITTEE**. (Indicate which committee you are applying to).

If you have any queries, please email e.omwenga@fairtradeafrica.net .

Only Shortlisted Candidates will be contacted.