



MSF Trustee Selection Process 2020

From: Muhammad Subuh Foundation and World Subud Association

Date: January 10, 2020

Dear Subud Members,

The Muhammad Subuh Foundation (MSF) along with the World Subud Association (WSA) invite you to apply to join the MSF Board of Trustees. We are looking to fill at least two vacancies this year.

Please read this letter to learn about the role and responsibilities of an MSF Trustee, the minimum criteria to serve as a Trustee, how you can be nominated, and the timeline of the selection process. The deadline to submit nominations is **April 10, 2020**.

MSF Trustee Roles and Responsibilities:

“The Trustees have undertaken to abide by the important principles of transparency, accountability and informativeness which are essential to an institution which seeks to attain and sustain a relationship of trust and credibility with its constituency of members.”

- Varindra Vittachi Letter Announcing the Establishment of the Foundation, New York, 1991.

The mission of MSF is to foster the worldwide growth and long-term development of Subud through the latihan kejiwaan as our founder, Muhammad Subuh Sumohadiwidjojo, originally received it. The purpose of the MSF is to build a capital fund to sustain its mission. This capital fund maintains and invests Subud assets received through donations and bequests from members and enterprises. To achieve its mission, MSF currently directs its resources in the following ways:

1. Supporting Subud groups in the purchase and improvement of their Subud properties.

2. Supporting the travel of our international helpers to work with local and regional helpers in countries around the world.
3. Providing funds that help preserve Bapak and Ibu Rahayu's material relating to the development of Subud.
4. Funds permitting MSF supports affiliates (called Wings) recognized by the WSA that promote cultural, educational, social and humanitarian work for the human community.

The Foundation's team of Trustees strives to maintain the trust of its donors by working together harmoniously and free of self-interest. They monitor the assets of the Foundation carefully and use them wisely. Trustees are personally liable for a breach of these fiduciary duties.

Term and Selection Criteria:

Trustees serve a four-year term. Terms are staggered to maintain stability through continuity. Half of the trustees rotate off the board every two years, but are eligible for reappointment, if willing, through the same procedure as new candidates.

There is no compensation for being a Trustee, however, MSF covers the cost of Trustees to attend the MSF annual meeting. Trustees must also sign a Conflict of Interest statement as well as a Non Disclosure Agreement.

Trustees shall have an understanding of the Subud organization, with proven experience working effectively, harmoniously and reliably within Subud. As a Board, they shall collectively possess knowledge, skills and abilities relating to financial oversight, preservation and management of the Foundation.

The minimum qualifications required to perform the role of MSF Trustee are as follows:

1. **Active Subud member** for at least 6 years;
2. **Understanding of the Organization:** Advisable that the applicant has knowledge of the Subud International Organization structure and governance, including MSF.
3. **Values** integrity, diversity, transparency and sustainability. This can be demonstrated through previous committee or helper experience working effectively, amicably, and reliably within Subud.
4. **Availability** to devote to MSF work and ability to travel internationally. Candidate must be able to travel approximately 10 days per year (cost covered by MSF) and to dedicate at least 10 hours per week to MSF duties including serving in one or more sub-committees;

5. **Capacity** to perform the role of Trustee including:
 - a. Professional experience in finance, not-for-profit or communications role is desirable;
 - b. Basic understanding of budgeting and financial statements;
 - c. Communicate ideas and thoughts effectively and contribute meaningfully to discussion by email, zoom call and face-to-face meetings.
 - d. Facilitate or serve effectively in the work of at least one of the MSF subcommittees (Finance, Investment, Personnel, Grant, Endowment, Communication)
6. **Internet access**, as much communication and meetings are held virtually;
7. **Basic English language skills are ideal, but not necessary.** Translation services for Board of Trustee calls and in person meetings are provided by MSF. Documentation is in English so Trustee will be expected to use an online translator to read emails.
8. **Computer proficiency** in Email, Zoom, Google Drive functions, Microsoft Word and Excel are desired. Internal training for free on IT tools can be provided if needed.
9. **Never convicted** of a crime and **not in the Sanction List or Politically Exposed Persons list.** This a brokerage requirement since Trustees deal in the trading of shares
10. **No conflict of interest** with MSF and WSA.

Selection Process:

Candidates are nominated by the (a) National Chairperson of their country through their Zone Representative, (b) current MSF Trustees, or (c) member of the World Subud Council. Candidates are asked to test with their local and national helpers before submitting an application.

Nominators submit the following documents to MSF on behalf of the candidates they nominate: (1) Completed and signed nomination form (attached), (2) Curriculum Vitae/Resume describing professional experience and Subud positions held, (3) Letter of Intent responding to the criteria and describing why the applicant is applying and how s/he will add value, and (4) two references from Subud members (referral template attached).

The deadline to submit documents to MSF (nominate@msubuhfoundation.org) is April 10, 2020. We encourage you to nominate early, as applications will be reviewed and informal interviews conducted on a rolling basis by representatives from MSF and WSA. Shortlisted candidates (based on the above criteria) will be notified by the end of May 2020.

The International Helpers will test the shortlisted candidates during the Zone 3 and 4 Gathering in Assisi, Italy in August 2020. Candidates are strongly encouraged to attend the testing in person. Final selections are made by the WSA Board of Directors in accordance with the by-laws of MSF.

For any questions about the role of an MSF Trustee or the application process, please contact the joint MSF-WSA Selection Committee at nominate@msubuhfoundation.org.

Warmest regards,

Joint MSF-WSA Trustee Selection Committee:

Hannah de Roo, Zone 3 Representative

Luftijah Murray, Zone 5 Representative

Ana Sofia Mazzini, Zone 9 Representative

Federica Pulido, MSF Trustee

Marston Gregory, MSF Trustee

Mauricio Castillo, MSF Trustee

Uraidah Hassani, Zone7 Representative, Selection Committee Chairperson