



## REQUIREMENTS AND BACKGROUND NOTE FOR CHS ALLIANCE BOARD ELECTIONS 2021

### INTRODUCTION

Thank you for your interest in becoming a Board member of the CHS Alliance. This is a very rewarding role at the centre of humanitarian and development work. Rewarding – but not remunerated!

This document is part of the election package consisting of:

- Requirements and background note
- [Nomination form](#) (deadline to send back to [ga@chsalliance.org](mailto:ga@chsalliance.org) is Sunday 31 January 2021)
- Voting rights form (deadline to send back to [ga@chsalliance.org](mailto:ga@chsalliance.org) is Friday 26 February 2021)

According to article 21.1 of the [statutes of the CHS Alliance](#), the Board is composed of a minimum of 10 and a maximum of 15 **elected** members, plus a maximum of two **co-opted** individuals. Board members are elected by the general assembly (GA) of members. The Board has overall responsibility for the governance of the CHS Alliance in between GAs.

### REQUIREMENTS

In 2021 a maximum of eight (8) seats will be open for election. Among those eight seats, the Board is looking for:

- ◆ minimum three (3) and maximum six (6) full members representatives
- ◆ maximum two (2) independent Board members

Among elected individuals, one must have **financial expertise** (with financial management role in an organisation). For the 2021 elections we are specifically looking for this individual to have the skills and experience to take on the key role of the Board's future Treasurer.

One elected individual must also have **human resources, organisational development and people management expertise** (with HR role in an organisation).

Other areas where we are particularly looking for expertise and skills include **community building, rights of crisis-affected individuals and communities** (in particular women's rights and child's rights), **standard setting and policy development** and **communications**.

### RESTRICTIONS

There is one restriction for Board members nominated by full members. Members who joined the CHS Alliance as global networks can only nominate one candidate representing the whole global network<sup>1</sup>.

---

<sup>1</sup> Article 7(ii) of the current Statutes state that: "A global network is eligible to be made a full member of CHS Alliance if it fulfils the criteria under Article 7(i). In addition, they join on behalf of their affiliates and name them, but only the international entity is considered a member of the CHS Alliance. The international entity may formally appoint an employee, Board member or trustee from one of its affiliates to represent it with respect to exercising its rights as a Full Member. Affiliates may benefit from the services of the CHS Alliance".



The process to nominate and elect members of the CHS Alliance Board will be in accordance with the CHS Alliance Statutes and CHS Alliance Board election process and will be as described below.

### CONDITIONS

- All members of the CHS Alliance (full and associate members) can nominate a candidate for the CHS Alliance Board. However, only full members' representatives can sit on the Board.
- Organisations who already have a representative sitting on the Board cannot nominate another representative, but they can nominate an independent individual.
- Nominees should meet the core competencies and expectations of Board members described in article 21.1 of the Statutes.
- CHS Alliance Board meetings are conducted in English. Normally four Board meetings per year are held (face-to-face or through video conference).
- Please note that there is limited funding available for attendance at Board meetings. There is an expenses policy for Board members in the finance policy and procedures.

### PROCESS FOR SUBMITTING NOMINATIONS

- Please complete the nomination form – part of the election package – for either a CHS Alliance full member representative or an independent Board member.
- Each CHS Alliance member can only submit one nomination for the CHS Alliance Board.
- Please submit your nomination using the form and send it to [ga@chsalliance.org](mailto:ga@chsalliance.org).
- Closing date for nominations: **31 January 2021 (midday GMT)**.
- The CHS Alliance will acknowledge all nominations within 72 hours of receiving them (except from 21 December to 4 January).

### VOTING

- At least 15 days prior to the GA, members will receive the nominees' profiles document that will list all nominees by categories of vacancies. A short biography will be included.
- Only full members of the CHS Alliance, in good financial standing, can vote.
- CHS Alliance global networks have one vote for the whole global network.
- CHS Alliance associate members are not entitled to vote.
- Full members must have notified the CHS Alliance in writing of the name of their authorised representative before exercising voting rights
- **The election will be held in March 2021. Votes will be cast online via an election platform.**

### BACKGROUND

#### 1. About the CHS Alliance

##### Vision

The vision of the CHS Alliance is that people and communities vulnerable to risk and affected by disaster, conflict or poverty, influence and access quality assistance and can hold organisations accountable.

##### Mission

The mission of the CHS Alliance is to promote respect for the rights and dignity of people and communities vulnerable to risk and affected by disaster, conflict or poverty and to enhance the effectiveness and impact of assistance by building a culture of quality and accountability.

The CHS Alliance will be guided by Board-approved policies on quality, accountability and people management in its means to achieve the vision and mission.

### **Organisational values**

- Aiming for excellence
- working as a team
- respecting and caring for each other
- acting with integrity
- thinking creatively

### **Strategic mandates**

The CHS Alliance will enhance the effectiveness and impact of assistance for people and communities vulnerable to risk and affected by disaster, conflict or poverty, by:

- Strengthening the capacity of individuals and organisations and systems to deliver quality and accountable assistance.
- Leading and facilitating the development, promotion and maintenance of the Core Humanitarian Standard on Quality and Accountability.
- Managing the development, promotion and maintenance of the Core Humanitarian Standard monitoring, reporting and verification scheme.
- Leading improvements in people management and engagement.
- Collecting and using evidence to influence policy and practice at local, national, regional and international level.
- Stimulating and facilitating learning, continuous improvement and innovation to contribute to organisational and operational effectiveness.

## **2. About the Board**

### **Purpose of governance**

- To ensure that the organisation works within the relevant legal frameworks and consistent with CHS Alliance Statutes and Governance manual.
- To ensure that the interests of the membership are represented and addressed.
- To ensure that the CHS Alliance is accountable to all relevant stakeholders.
- To give strategic guidance and to ensure that the work of the organisation is focused on the needs of the wider stakeholder group.
- To ensure that the governance is based on and demonstrates the values of the CHS Alliance and is an example of good practice in the sector.
- To maintain a single and coherent brand for the CHS Alliance.

### **Board competencies**

As a whole, the Board should present an appropriate range of expertise and experience to make it a credible and effective governing body for the CHS Alliance.

The Board as a whole should present the following characteristics:

#### **Composition**

- Gender and diversity
- Representatives of different types and sizes of NGOs
- Survivors of war or humanitarian crisis, and/or beneficiaries of humanitarian assistance
- Members who enhance the organisation's public standing

#### **Range of Expertise**

- Organisational leadership
- HR / organisational development / people management skills



- Field experience and knowledge
- Headquarters experience and knowledge
- Personal experience as survivors of a humanitarian disaster
- Knowledge of the rights of crisis-affected individuals and communities, and in particular of women's rights and child's rights
- Understanding and knowledge of accountability systems and mechanisms
- Understanding and knowledge of self-regulation
- Understanding of organisations and change process
- Previous experience with Boards

#### Range of skills

- Financial management and fundraising skills
- Strategic planning skills
- Standard setting and policy development skills
- Leadership skills
- Communication skills
- Community-building
- Inter-personal and negotiation skills

For more information on the responsibilities and functions of the Board members, please refer to Annex 1.

## ANNEX 1

### Core responsibilities and functions of the Board and Board members

The collective responsibilities of the Board members are:

#### Policy

- ◆ Oversee the development, implementation and review of all governance policies consistent with the objects and purposes stated in the Statutes.

#### Planning

- ◆ Determine, oversee the implementation of, and monitor the achievement of the organisation's strategic directions including the adoption of a Strategy for the organisation.

#### Compliance

- ◆ Adhere to the relevant standards of effective governance;
- ◆ Approve budgets for, and oversee the management of funds subject to the requirements of any relevant funding authority;
- ◆ Oversee all financial operations and accounting procedures, and ensure that proper records and books of account are kept;
- ◆ Determine compliance policies and monitor performance in relation to Government, taxation and other legal obligations;
- ◆ Provide an annual report, auditors' report and audited financial statements of the organisation to the CHS Alliance membership.

#### Accountability

- ◆ Ensure ongoing good governance by obtaining and considering reports on the management and operations of the organisation;
- ◆ Implement procedures for the evaluation of services and programs of the organisation to ensure good practices in service provision;
- ◆ Ensure transparency in decision making so that the organisation can follow and understand the decision-making process and the rationale for particular decisions made;
- ◆ Ensure the organisation meets or exceeds the expectations and standards required by legislation, CHS Alliance membership and its funding bodies;
- ◆ Conduct risk management reviews of the organisation;
- ◆ Ensure good information and communication processes so that the membership is kept informed;
- ◆ Manage the recruitment, employment and remuneration of the ED; and
- ◆ Provide advice and counsel to the ED, which includes formal appraisal and feedback on performance.
- ◆ All Board members are required to sign the Code of Conduct, and statement that they have not been convicted of criminal offence, such as fraud, theft or sexual exploitation and abuse.
- ◆ Review applications for membership and approve new members;
- ◆ Set up Committees and Working Groups as needed;
- ◆ Determine membership fees structure.