**ToR HHR2022 Steering Group Members**

**Introduction**

**The CHS Alliance is seeking new members to join our HHR2022 Steering Group.**

**To read more and submit your expression of interest by 10th January 2022 click here.**

The goal of the HHR conferences is to raise awareness of the key challenges in people management in the sector, highlight best practices and provide insights, practical tools and momentum for action for HR professionals. HHR conferences are taking place since 2003 and have connected hundreds of participants who join every year from across the globe.

The purpose of the HHR Conference Steering Group (SG) is to assist CHS Alliance steer the HHR conference to a successful conclusion through governance related deliberation and decision making. Thus, the role of the SG is to deliberate, make decisions, advise, provide strategic oversight, and serve as the primary “advocate” for all the assigned initiatives.

As with every HHR, we are seeking for enthusiastic and committed HR leaders and experts, who are keen to devote part of their time and energy to the planning of 2022 online conference. Please note that these are voluntary roles. Further information about the description of the Steering Group roles and how to apply are provided below.

**Role of the Steering Group**

The Steering Group advises the HHR Chair and assist them in making decisions, especially around the conference content, technical organisation, fundraising and promotion. The ultimate decision-making responsibility for HHR lies with the CHS Alliance.

**Membership of the Steering Group**

The optimal membership of the Steering Group is 8-10 organisations, representing the humanitarian sector, Southern based organisations, and international organisations.

**Steering Group Roles and Responsibilities**

The Steering Group has the following roles and responsibilities:

* To review the conference workplan, programme and communications, and make recommendations to ensure the conference meets its purpose and objectives;
* Provide advice to the HHR Chair and help steer the conference to a successful conclusion;
* To ensure the highest quality for the contents of the event by suggesting keynote speakers and subject matter experts through tapping into SG respective networks;
* To promote HHR in line with communications plans presented to the Group, and to proactively seek opportunities to promote HHR participation within their networks;
* Resolve general issues involved with the HHR conference;
* To support efforts made to ensure HHR’s financial sustainability;
* To register, participate and help facilitate the conference;
* Contribute to post-event reporting and evaluation.

**Eligibility Criteria**

* Confirmed HR practitioner and visionary with solid understanding of the key challenges and debates in HR management acquired through extensive experience in relevant roles;
* Ability to connect the dots and engage through his/her networks in the humanitarian and development sector;
* Problem-solving and “out-of-the-box” thinking skills with passion for transmitting and creating knowledge;
* Online event planning and/or facilitating know-how with strong organisational skills and an eye for detail;
* Fluent in English and at ease with online events technology;
* Self-starter with a can-do attitude and ability to work autonomously as well as in teams in a multi-cultural work environment.

**Time commitments**

* The Steering Group meets online on a monthly starting 6 months prior event.
* Between meetings, there may be other work that SG members are invited to support or participate in (specially to help sustain financial sustainability or promote the event).
* All members are expected to proactively seek opportunities to support the ongoing promotion and success outside of the monthly meetings.

**Terms of Office**

* The Steering group will serve for the period of 7 months from January to July 2022
* Should a Steering Group member demit office during the period from January to April 2022, a new member will be appointed.
* SG members shall be eligible for reappointment
* The HHR Chair should maintain a list of SG members and their terms of office.

**Expressions of Interest**

The following Expression of Interest cover page is to be completed and submitted with a letter addressing the eligibility criteria (above) via email to:

Gozel Baltaeva

HHR Chair and People Management Advisor

CHS Alliance

[gbaltaeva@chsalliance.org](mailto:gbaltaeva@chsalliance.org)

Expressions of Interest close on **Monday 10th of January 2022**.

Feel free to forward to any contacts that you think would be good candidates.

**Expression of Interest:**

**HHR2022 Steering Group Members**

If you are interested in being part of the HHR2022 Conference Steering Group, please complete the below EOIs and send to [gbaltaeva@chsalliance.org](mailto:gbaltaeva@chsalliance.org).

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| --- | --- |
| Name of the Organisation |  |
| Please briefly describe, how your organisation demonstrates a commitment to HHR Conference and/or CHS Alliance |  |
| Nominated individual’s name: |  |
| Position in the organsiation: |  |
| Address : |  |
| Professional email: |  |
| Your short bio : |  |
| Tell us why you want to be part of the HHR2022 Steering Group? |  |
| Competencies |  |
| Have you been in a steering committee ir group before? Please provide details. |  |