

# Terms of Reference

## CHS Alliance Membership and Nominations Committee

*Approved by the CHS Alliance Board April 2017- amended following Board meeting in September 2018*

### 1. Background

The CHS Alliance Statute, Article 23, Role of the Board, sets forth that the Board is responsible for setting up Committees and Working Groups as needed, to which it can delegate specific tasks as needed.

Article 24, Board Standing Committees, sets forth that the Board will have three standing committees;

1. Membership and Nominations Committee.
2. Finance, Risk and Audit Committee.
3. Complaints Committee.

It notes that the roles, responsibilities and procedures for each committee are fixed by by-laws. This ToR constitutes the procedures for the Membership and Nominations Committee.

### 2. Purpose

Article 25 of the approved CHS Statutes, notes that the Membership and Nominations Committee is responsible for advising and making recommendations on membership issues; and, preparing election nominations to the Governing Board. It further notes that “members of the Membership and Nominations Committee are elected by the Board”.

### 3. Roles and responsibilities

1. Develop and review CHS Alliance membership strategy and related action plan annually to ensure the Alliance continues to maintain, grow and engage its membership for the purpose of improving quality assistance and accountability toward communities and people affected by crisis
2. Develop and review CHS Alliance membership application and approval procedures and advise on any changes
3. Assess gaps in membership policy and procedures and advise on how to best address such gaps for the benefit of members and to protect CHS Alliance reputation
4. Undertake preliminary review of all new membership applications and provide recommendation to the Governing Board. Applications will have been processed by the secretariat membership team prior to sending to the membership committee

5. Review each new member's CHS alignment statement and confirm that there is sufficient alignment with the CHS for their membership to be recommended to the Board
- 6.
7. Actively assist the Secretariat team to recruit, retain and renew members
8. Ensure CHS Alliance governance nominations and election procedures are in alignment with the CHS Alliance Statute
9. Seek nominations for the filling of Board vacancies and consider nominations received for membership of the governing Board and make recommendations to the Board
10. Ensure the governance election process is transparent and fair.
11. Review the CHS Alliance Governance Manual annually, ensuring it meets the needs of the organisation and is aligned to and with the CHS Alliance Statutes (For 2017: A review and update of the CHS Alliance Governance Manual; and a review and update (as needed) of the CHS Alliance Statutes)

#### **4. Committee composition and selection**

Members of the Membership and Nominations Committee are appointed by the CHS Alliance Board.

The Committee will have a maximum of six (6) members. At least two (2), and no more than four (4), members will be members of the CHS Alliance Board with the balance of the six (6) being elected by the Board based on nominations received from full and associate members of the CHS Alliance.

The committee quorum is three (3), of whom one must be a Board member.

At least two members of the Committee will have expertise in membership issues and election procedures. And ideally, two members of the Committee shall be representative of national organisations.

CHS Alliance Secretariat staff may attend meetings of the Committee and provide information at the invitation of the Committee Chair.

#### **5. Chair**

The committee will be led by a Chair which will be selected by the Governing Board. There will be a three-year period in office, renewable once.

#### **6. Reporting**

The Chair of the Committee will report to the Board on all membership issues at each Governing Board meeting.

#### **7. Frequency of meetings**

The Chair of the Committee, in collaboration with the Executive Director or designated Secretariat focal person, will convene a Skype meeting of the Committee on at least a three-monthly basis. All other communication will be via email.

#### **8. Role of the Secretariat**

The Executive Director will support the Chair of the Committee in organising all Skype calls. The Executive Director will appoint a designated secretariat focal person for membership who will participate in all calls. The secretariat will draft notes on all meetings.

The Secretariat will provide membership package to committee members. Each member of the Committee should have a good understanding of the benefits of CHS Alliance membership, the cost of membership, the application process and the support and services that the CHS Alliance Secretariat can provide to members. They will equally be conversant with the CHS Alliance Statutes and governance procedures.

#### **9. Review of Terms of Reference**

The Board reviews, at least once in each year, the terms of reference to determine its adequacy for current circumstances.