

TERMS OF REFERENCE FOR SRHR PARTNERSHIP CHAIR

MANDATE

The Chair of the SRHR Partnership is elected in her/his individual capacity directly by the SRHR Partnership membership at the Annual General Meeting. The Chair is voted into office for a two-year term which can be renewed once.

SPECIAL RESPONSIBILITIES OF THE CHAIR

Leading the Steering Committee in the execution of its governance responsibilities

- Calling, chairing and facilitating Steering Committee meetings, ensuring the range of members is heard.
- Bringing impartiality, accountability, transparency and objectivity to decision-making.
- Giving direction to Steering Committee policy-making.
- Together with the Coordinator, planning the annual cycle of Steering Committee meetings.
- Together with the Coordinator, setting agendas for Steering Committee meetings.
- Making decisions on behalf of the Steering Committee in matters of urgency between Steering Committee meetings.

Liaising with the Coordinator to ensure the performance of the Steering Committee

- Reviewing performance of the Steering Committee and developing means of addressing any performance issues.
- Resolving differences and disputes within the Steering Committee. In the event of any dispute arising among Steering Committee members or among the Steering Committee and the Secretariat, the Chair will mediate the conflict and her/his decision is final. In the event of any



dispute between the Secretariat and EuroNGOs fiscal agent, the Chair will mediate the conflict in line with the MoU between the EuroNGOs and the fiscal agent.

Taking lead responsibility on behalf of the Steering Committee for the relationship with the Coordinator and holding him / her to account for the implementation of plans and adherence to policy

- Leading the process of recruiting and appraising the performance of the Coordinator.
- Specifically, conducting an annual appraisal, using or adapting the format in use at the IPPF EN offices, hosting the SRHR Partnership Secretariat.
- Liaising with the Coordinator to keep an overview of the organisation's affairs. The Chair is required to closely work with the SRHR Partnership Secretariat in addition to her/his active engagement within the Steering Committee.
- Supporting the Coordinator's management of EuroNGOs Secretariat and holding him/her to account for Secretariat performance.

Leading the Steering Committee in communication with staff as a whole

- Liaising with the Coordinator to ensure appropriate communication between Steering Committee and the Secretariat's staff.
- Ensuring the Steering Committee sets policies for, and fulfils its responsibilities in, appointment, disciplinary and grievance procedures.

Representing the SRHR Partnership

- Representing the organisation externally as appropriate. The Chair reports regularly and in written to the members about the representation's activities and no later than four weeks after attending an event on behalf of the SRHR Partnership.

Other responsibilities

- The Chair approves all budgets, funding proposals, donor reports and annual reports prepared by the Coordinator, involving and consulting the Steering Committee as appropriate.

ELECTION

The procedures to elect the Chair are the same as for other Steering Committee members (see Terms of Reference for Steering Committee).

The Chair shall cease her/his functions through one of the following:

- (1) Expiration of mandate
- (2) Resignation
- (3) Termination of membership of her/his organisation
- (4) Resolution for dismissal made by the AGM by two-thirds of the voting members present at that AGM.
- (5) Absence from 3 consecutive meetings of the Steering Committee without acceptable reasons.

In case of the reasons mentioned above (2-6), the Vice-Chair will assume the Chair's functions until the next election at the AGM.