

SUMMARY TERMS OF REFERENCE FOR CALP NETWORK BOARD MEMBERS

BACKGROUND

The CALP Network is a dynamic global network of over 90 organisations engaged in the critical areas of policy, practice and research in humanitarian cash and voucher assistance (CVA) and financial assistance more broadly. Collectively, CALP members deliver the vast majority of humanitarian CVA worldwide.

The CALP Board is comprised of between seven and thirteen voting members, drawn from a diverse array of organisations from the membership. The Board provides strategic leadership and operational oversight of CALP.

The Chairperson and members of the Board have obligations as outlined in the Operational Framework. As CALP is not an independent legal entity, the Board does not have all the legal responsibilities that pertain to an independent charity but it is accountable to the CALP membership for the effective governance of CALP.

This document summarises the roles, responsibilities and expectations of Board members. It draws from the Operational Framework and the Board Code of Conduct both of which are signed by Board members before joining the Board.

ROLES AND RESPONSIBILITIES

The role of all Board members is to:

1. Ensure that CALP maintains its integrity, stays true to its mission and vision.
2. Oversee CALP's strategic direction, advising on and approving major strategic changes.
3. Undertake to fulfil obligations as set out in the Operational Framework, the Board Code of Conduct and the Membership Terms.
4. Oversee the admission and termination of CALP members, the setting of membership fees and the rights and privileges of members.
5. Ensure the financial integrity of CALP and support it to acquire the necessary resources to accomplish its objectives.
6. Establish and carry out an effective system of governance, reviewing and approving changes to governance documents as needed.
7. Through the Chair of the Board, select, advise, manage, evaluate and, if need be, replace the CALP Director.
8. Refer technical tasks to the CALP team and Technical Advisory Group, and operational tasks to the CALP team.
9. Promote CALP and the use of CVA with other global initiatives and at regional and national levels including within their own organisations.
10. In agreement with the CALP Director, represent CALP in strategic meetings and fora where CALP team members are not present.

In addition to the above, the Chair and Treasurer have the following responsibilities:

The Chair leads and facilitates the Board to carrying out its assigned roles and responsibilities. The Chair ensures an effective flow of information to and among the Board, and provides leadership and guidance when difficult or significant decisions are required. The Chair has specific terms of reference.

The Treasurer oversees the financial affairs of CALP, ensuring they are legal and within accepted accounting practice. They monitor and report on the financial health of the organisation. The Treasurer has specific terms of reference.

CRITERIA FOR BOARD MEMBERSHIP

For the purposes of the Board selection process, applications will be considered from individuals who are either employed by a Member organisation or an Independent Expert Member and:

1. Have senior level endorsement to apply to the Board from within the respective organisation;
2. High-level decision-maker (Director-level or above) within the respective organisation;
3. Commitment to adhere to the Board Code of Conduct;
4. Able to generate buy-in among senior colleagues within their organisation;
5. Able to ensure that decisions made by CALP are circulated within their organisation;
6. Demonstrated commitment to and experience in supporting the identification and cultivation of potential donors/funding institutions;
7. Extensive experience at senior level in one or more of the following areas: humanitarian operations, accounting, legal affairs, financial management, fund raising, advocacy & policy, human resources, business, etc.;
8. Broad range of experiences, preferably in humanitarian contexts;
9. Demonstrated commitment to humanitarian principles, transparency, coordination, accountability, quality and improving performance;
10. Commitment to participate in at least four board meetings per year;
11. Commitment to serve as Chairperson on a rotational basis;
12. Commitment to contribute on an ad-hoc basis to the review of CALP work pieces related to their own area of expertise; and
13. Commitment to serve without compensation.

ADDITIONAL INFORMATION

Online Board meetings take place four times per year and last approximately 4 hours. Ad-hoc meetings may also be called by the Chair if there is need to discuss specific issues. Board members are expected to attend all meetings.

All Board positions are voluntary and without financial compensation.