



**Terms of Reference
Global Alliance of NGOs for Road Safety Board of Directors
Member Committee
2020-2021**

1. Purpose

- 1.1 The purpose of the Member Committee is to provide analysis and advice on Alliance membership matters. This is related to the Alliance Strategic Plans 2019-2023 vision to grow and strengthen the road safety and victim support NGO voice and movement, identification of further ways to raise the Alliance and its members integrity and profile, add value and support members as well as maintain relevance to the members, stakeholders and community.

2. Scope of work

- 2.1 Advice on voting member inclusion and exclusion criteria's
- 2.2 Advice on extension of member categories and inclusion and exclusion criteria's
- 2.3 Advice on growth of membership and plans for this
- 2.4 Advice on how to add value to the membership
- 2.5 Advice on possible introduction of member fee, including pro's and cons, possible structure, administration etc.

3. Membership, Composition and Chair

- 3.1 The Committee/Task Force shall have a minimum of three members, including at least one member from the Board of Directors, one member of the Alliance Secretariat. Community members can be invited if they possess expertise on the purpose and scope of work of the committee. The composition of the Committee should strive for diversity that reflects the Alliance NGO community, including gender equity.
- 3.2 Recruitment of Committee members shall generally occur at beginning of the establishment of the committee, but members can be added at any time. Candidates may also be nominated by the Committee chair and approved by the Board Chair on an ongoing basis.
- 3.3 Members of the committee will be selected based on interest and relevant experience and background. Final approval rests with the Board Chair.
- 3.4 Members of the Committee shall serve for the duration of the fulfillment of the scope of work.
- 3.5 The Committee chair, should a Board member. This person is selected and dismissed by the Board Chair.

4. Member Obligations

- 4.1 Committee members agree to respect the confidentiality under which Board discussions take place, and sign a 'Committee/Task force Member Code of Conduct'.
- 4.2 In addition to signing a 'Declaration of Personal Interest & Conflict of Interest', Committee/Task Force members must avoid situations in which their personal interests are, or may be, or may be perceived to

be, in conflict with the Alliance interests. Where a potential conflict of interest exists, it is the member's responsibility to notify the Committee/Task Force chair of the circumstances so that the chair in consultation with the Board Chair can provide guidance and take action as determined.

5. Quorum

- 5.1 The quorum for the meeting shall be 50%. All recommendations to the board from the Committee must be passed by the Committee chair to the chair of the Board for inclusion on the Board meeting agenda.

6. Frequency of meetings

- 6.1 The full Committee/Task Force will meet virtually. At the establishment of the Committee, the dates for the meetings will be established to allow moving the agenda forward as well as proper planning for Committee members.

7. Committee Documentation

- 7.1 Responsibility for developing a brief meeting summary will be determined at the first meeting. It will fall to the committee chair but a Committee secretary may be selected.
- 7.2 Circulation of a draft meeting summary to all committee members will occur within 1 week of a meeting. Members will have 48 hours to respond to drafts.
- 7.3 Meeting agendas and documentation will be emailed in advance of the meeting to all Committee members.

8. Reporting to the Board of Directors

- 8.1 The meeting summary will be presented to the board at quarterly board meetings the next meeting by the Committee chair.
- 8.2 The Committee chair is responsible for ensuring that all items brought forward to the Board for action/decision or review/discussion are presented to the Board.

9. Review and approval

- 9.1 The Board of Directors approved these Terms of Reference on XX