



**Terms of Reference**  
**Global Alliance of NGOs for Road Safety Board of Directors**  
**Resource Mobilization Committee**  
**2024-2025**

**1. Purpose**

The purpose of the Resource Mobilization Committee is to provide advice on the Global Alliance of NGOs for Road Safety resource mobilization efforts.

This is related to the Alliance Strategic Plans 2023-2030s ambition to deliver on our impact goals and ambition by securing adequate and appropriate resources for the Alliance.

**Scope of work**

- 1.1 Advice on the development of a partnership and fundraising strategy
- 1.2 Advice on sustainable funding, such as individual and corporate partnerships by developing further Friends of the Alliance concept
- 1.3 Advice on Conflict of Interest policy
- 1.4 Advice on ways of unlocking new sectors, and nurture existing partnerships and explore new fundraising opportunities across the other SDG movements, e.g., mobility, climate, and gender
- 1.5 Focus on strengthening our financial sustainability with multi year funding and mobilization of unrestricted funding

**2. Membership, Composition and Chair**

- 2.1 The Committee shall have a minimum of three members, including at least one member from the Board of Directors, one member of the Alliance Secretariat and ideally an Alliance community member with experience in resource mobilization. Additional Community members can be invited if they possess expertise on the purpose and scope of work of the committee. The board member or Alliance Secretariat member will serve as chair of the committee.
- 2.2 The composition of the Committee should strive for diversity that reflects the Alliance NGO community, including gender equity.
- 2.3 Recruitment of Committee members will be done by the committee chair and Secretariat and shall generally occur at the beginning of the establishment of the committee, but members can be added at any time.
- 2.4 Members of the committee will be selected based on relevant experience and background. Final approval rests with the Committee Chair.
- 2.5 Members of the Committee shall serve for the duration of the fulfillment of the scope of work.

**3. Member Obligations**

- 3.1 Committee members agree to respect the confidentiality under which Board discussions take place, and sign a 'Committee Member Code of Conduct'.
- 3.2 In addition to signing a 'Declaration of Personal Interest & Conflict of Interest', Committee 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 chair of the circumstances so that the chair in consultation with the Board Chair can provide guidance and take action as determined.

#### **4. Quorum**

- 4.1 The quorum for the meeting shall be min 50%. All recommendations to the board from the Committee must be presented to the board for

#### **5. Frequency of meetings**

- 5.1 The full Committee 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.

#### **6. Committee Documentation**

- 6.1 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.
- 6.2 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.
- 6.3 Meeting agendas and documentation will be emailed in advance of the meeting to all Committee members.

#### **7. Reporting to the Board of Directors**

- 7.1 The meeting summary will be presented to the board at quarterly board meetings the next meeting by the Committee chair.
- 7.2 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.

#### **8. Review and approval**

- 8.1 The Board of Directors approved these Terms of Reference on 6 June 2024