

Terms of Reference for ACT Alliance Governing Board Members

Background

United in the common task of all Christians to manifest God's unconditional love for all people, the ACT Alliance works towards a world community where all God's creation lives with dignity, justice, peace and full respect for human rights and the environment. As churches and church-related organisations, we work together for positive and sustainable change in the lives of people affected by poverty and injustice through coordinated and effective humanitarian, development and advocacy work. ACT Alliance members are bound together by several core values that are grounded in our Christian faith and which guide our humanitarian, development and advocacy work. These are reflected in the Founding Document of the ACT Alliance. Various documents of the ACT Alliance, notably its Statutes, Mission Statement and By-Laws and the Quality and Accountability Framework define the roles and responsibilities of the Governing Board members, which are reflected in these Terms of Reference.

Role of Governing Board in ACT Alliance

The Governing Board has the overall responsibility for the governance of the ACT Alliance between General Assemblies by ensuring that the ACT Alliance meets its overall objectives. The members of the Governing Board are elected by the General Assembly and are accountable to the ACT Alliance membership through the General Assembly.

The Governing Board has the following responsibilities:

- a. To appoint and to terminate the General Secretary of the ACT Alliance.
- b. To approve a strategic plan for the ACT Alliance.
- c. To ensure the ACT Alliance is meeting its objectives as outlined in the Strategic Plan.
- d. To ratify overall policy decisions which affect the ACT Alliance as a whole.
- e. To approve advocacy positions and sub strategies of the ACT Alliance.
- f. To approve the annual budget of the ACT Secretariat.
- g. To approve the annual audited accounts.
- h. To annually approve the auditors.
- i. To elect and fill any vacancies on the Executive Committee.
- j. To appoint Advisory Groups to advise the Governing Board or Executive Committee.
- k. To receive and approve reports from the ACT Alliance General Secretary and the Executive Committee, and Advisory Groups as appropriate.
- l. To receive reports from Membership and Nominations Committee and approve applications for membership.
- m. To receive complaints and decide on appropriate sanctions.
- n. To decide on appropriate procedures for nominations from the national, sub-regional and regional forums for elections to the Governing Board and the Membership and Nominations Committee.
- o. To fill any vacancies on the Membership and Nominations Committee.
- p. To revise the ACT Alliance By-Laws (with a two thirds vote of the members present).
- q. To delegate responsibility to the Executive Committee as appropriate.

An individual accepting a position on the Governing Board has moral and ethical responsibilities for the ACT Alliance. All members of the Governing Board must work to ensure that the mission of the alliance is carried out; ensure financial sustainability of the alliance; implement the principles of ACT Alliance and maintain high ethical standards and quality; build a fruitful working environment in the Governing Board; enable the work of the alliance, including the ACT secretariat; lead "the spirit" of the alliance and promote its visibility.

Responsibilities of a Governing Board member

- Represents the best interests for the alliance, above the interests of his/her own member organisation.
- Represents the views, opinions and perspectives of the ACT Alliance members in the region that he/she represents.
- Physically attends and participates in annual Governing Board meetings.
- Participates in remote Governing Board meetings or electronic votes, when requested to do so.

- Shares information and background documents on upcoming decisions with the ACT Alliance members in his/her region.
- Provides feedback of the outcomes of Governing Board meetings to the ACT Alliance members in his/her region.
- Seeks to engage the ACT Alliance members in his/her region in the life of the alliance.

Competencies/Requirements

- ACT Alliance member nominating an individual must be in good standing (for example members that are not suspended).
- ACT Alliance member must have demonstrated engagement* in the life of the alliance.
- The individual nominee must be employed /or in the Board of a member organization.
- The individual nominee preferably has prior experience at senior staff, management or governance level.
- The individual nominee has relevant expertise/competency in at least three of the fields of advocacy, development, humanitarian, communication, finance, fundraising, political analysis and experience in ecumenical cooperation.
- The individual nominee is well connected with the alliance members and the ecumenical structures in the respective region.
- The individual nominee has engaged* in the life of the alliance.
- The individual nominee must be proficient in English both spoken and written and be able to communicate with Governing Board members and other relevant stakeholders during and in between meetings without the support of interpreters and must be able to read English documents.
- Female candidates who fulfil these requirements are strongly encouraged to apply.
- Willingness to serve as Moderator, Vice Moderator or Treasurer an advantage.
- Re-election of a person for one additional term is possible for a maximum of two terms on the Governing Board.

Composition

The Governing Board is composed of up to twenty (20) members distributed between:

Global bodies:

- 1 WCC Representative (permanent seat)
- 1 LWF Representative (permanent seat)
- 1 Global member

Regional Representation:

- 3 from Africa
- 3 from Asia
- 3 from Western Europe
- 3 from Meso America, South America and the Caribbean
- 2 from North America (USA and Canada)
- 1 from Eastern and Central Europe
- 1 from the Pacific nations, Australia and Aotearoa New Zealand
- 1 from the Middle East

* Engagement in the life of the alliance at a member level could include examples such as active participation in a relevant ACT Forum, implementing or funding an ACT Appeal, staff representation in Communities of Practice, Advisory Groups, Governance Bodies, hosting of events, providing secondments, etc. Engagement in the life of the alliance at an individual level could include examples such as personal engagement in Communities of Practice, Advisory Groups, Governance Bodies, Forum coordination, etc.