

Terms of Reference for ACT Alliance Membership and Nominations Committee 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 Membership and Nominations Committee of ACT Alliance, which are reflected in these Terms of Reference.

Role of the Membership and Nominations Committee of ACT Alliance

The Membership and Nominations Committee advises on membership issues to the Governing Board and the Executive Committee. The members of the Membership and Nominations Committee are elected by the General Assembly.

Regarding membership, the Membership and Nominations Committee will advise the Governing Board in particular the following functions:

- a. Advise the Governing Board on membership policy.
- b. Develop appropriate procedures for membership applications and sanctions and inform the Governing Board of issues arising out of these mechanisms.
- c. Screen all applications for membership and make recommendations to the Governing Board as to whether organisations applying for membership should be accepted.
- d. Receive and respond to complaints about members, following procedures agreed by the Governing Board.
- e. Make recommendations to the Governing Board on any specific sanction which needs to be taken against a member, according to the agreed procedure.

The Membership and Nominations Committee will recommend the Governing Board on the ACT Alliance nominations and elections process and will prepare slates for election to the Governing Board, the Membership and Nominations Committee and the Executive Committee.

Responsibilities of a Membership and Nominations Committee 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 Membership and Nominations Committee meetings.
- Participates in remote Membership and Nominations Committee meetings, when requested to do so.
- Shares information and background documents on upcoming recommendations with the ACT Alliance members in his/her region.
- Provides feedback of the outcomes of the Membership and Nominations Committee meetings to the ACT Alliance members in his/her region.

- Seeks to engage the ACT Alliance members in his/her region in membership related issues.

Competencies/Requirements

- ACT Alliance member nominating 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 skills and experience in membership related issues.
- 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 Membership and Nomination Committee 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.

Composition

The Membership and Nominations Committee shall have up to 5 members based on:

- A balance between the 'Global South and the Global North'.
- Nominees having an excellent understanding of membership criteria.
- Nominees having long term experience and deep knowledge of the ecumenical movement.
- Nominees having an excellent understanding of the ACT Alliance.

NB: If a member of the Membership and Nominations Committee wishes to stand for election for a position on the Governing Board they must resign from the Committee and be replaced by another member.

* 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.