



**TERMS OF REFERENCE**  
**Advisory Board for Somaliland NGO Consortium**

*Revised July 2016*

**Introduction and Background:**

The Somaliland NGO Consortium Advisory Board (AB) acts as a voluntary NGO board for the Somaliland NGO Consortium. The AB represents the views of the wider Consortium and broader Somaliland NGO Community and supports the Regional Coordinator (RC). Members of the AB are elected by the membership and as such are accountable to the members. Elections for these positions are held in Somaliland.

**Roles and Responsibilities of the Advisory Board**

The primary role of AB is to support the work of the Regional Coordinator ensuring that the Regional Coordinator meets the expectation of the members. The AB should represent the views of Somaliland based NGOs and ensure close cooperation with the Regional Coordinator and the Consortium Steering Committee.

**Specific Roles**

- The Advisory Board ensures the proper conduct of the Regional Coordinator and provides her/his with regular advice on all areas of concern.
- Support the RC in any action mandated by the NGO Consortium which requires additional support and/or lobbying of government/UN and other consultative committees.
- Participate in the Consortium monthly meetings and ensure that the Consortium is able to accomplish its mandate. Actively support the RC in agenda setting.
- Provide input on yearly program strategies in Somaliland and vis-à-vis the Consortium as a whole.
- Acts as a consultative body on NGO concerns, and actively leads on going consultations with the wider Consortium membership.
- Support the Regional Coordinator on representation when requested.
- The RC will provide regular updates to the Advisory Board.
- The AB will oversee the utilisation and accountability of the Somaliland NGO Consortium's resources on a yearly basis.

**Structure of the Advisory Board**

The Current AB is composed of 7 members and in addition the RC as follows:

- 1 seat is held by the Hosting agency of the RC with decision making powers on HR, administration, and other legal issues related to the Consortium RC.
- 3 for INGO members of the Consortium
- 2 for local NGO
- 1 INSO Somaliland Area manager

- NGO Consortium Regional Coordinator will play a secretariat role
- Two members will take over the chair and the vice chair of the Advisory Board Committee and this will rotate between members on an annual basis.

### **Duration of the Advisory Board**

Membership will be valid for one year or longer if confirmed by the majority of the membership. Representation for the next Advisory Board Committee will be reviewed on a yearly base.

### **Selection Criteria for Advisory Board members:**

- Agency must have a valid registration with the Consortium
- Nominees and their respective agency must have proven history of active participation in Consortium activities and a commitment to coordination and information sharing forms
- Nominees and their respective agency must be operationally present in Somaliland and must have the capacity and willingness to consistently take part in Consortium and Advisory Board activities.
- Positive understanding of the Somaliland operational context;
- NGO identity as defined within the Consortium mandate.
- Demonstrate minimum of three years operational presence in Somaliland

*Please Note: The position of representative on the AB is non-transferrable, though members may appoint a substitute when they first take up their position. The objective of this is to ensure consistency*

### **Seats for Hosting Agencies**

The host agency's administrative line manager of the Regional Coordinator and the Advisory Board members are to ensure that; all requests, guidance and feedback is reasonable and constructive as well as policy requirements of the hosting agency are in line with the purpose of the Consortium and the job description of the Regional Coordinator.

### **Process of Election to the AB**

1. Agency's vote will be confidential.
2. The RC and current AB Chair will share with the members, the results of the nominations by 27th August 2016 to vote for
3. The five nominees with the highest number of votes will be endorsed for a period of one year.
4. A handover ceremony will be organised by the outgoing AB chair and the RC

### **Membership Legality and Nominations**

The Advisory Board member is the (elected) individual rather than an agency staff member, so all members should ensure that when the regular named attending person is not available, a regular informed replacement is sent to the meeting. The replacement should be named and recorded at the first AB meeting. Sending a substitution should be on an exceptional basis. All substitution representatives should be fully briefed and in a position to make decisions consistent with those of the actual standing member.

The AB members are expected to attend all meetings. If they cannot attend they should send a justification; they should also attempt to comment on key agenda items via e-mail. The AB member

should not be absent for 3 consecutive meetings without having provided input or s/he will be required to resign from the Board.

**Decision Making:**

Decisions are made by quorum. Quorum is defined as 'half plus one'; out of 6 voting members a vote of 4 members indicates quorum. The RC does not have voting rights on the AB meetings, however her/his voice should be taken into consideration at all times.

**The Advisory Board Chair TOR**

1. Coordinate and enhance the communication among the AB members;
2. Coordinate election of AB members when required;
3. Coordinate the votes when requested during AB meetings;
4. Call for Monthly Advisory Board meetings and draft the agenda in consultation with the Regional Coordinator ;
5. Review the minutes of the AB meetings before circulation and ensure that the minutes are circulated within a maximum of one week after the Advisory Board meeting is conducted;
6. Keep a close working relationship with the Regional Coordinator and the INSO Somalia Area manager;
7. Represent all consortium related matters in the absence of Regional Coordinator and in any case united voice/representation is required.

