Tool 2 - Steering Committee ToR Template

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| **XXXX** **Steering Committee Terms of Reference** |

***Purpose***

The primary objective of the XXXX Steering Committee is to provide strategic oversight to the XXXX NGO Security Forum and to guide and assist the XXXX Security Coordinator/Advisor. The Steering Committee will:

* Discuss and make recommendations on strategic direction and policy issues, including the aims and objectives of XXXX NGO Security Forum and the scope of the activities and services provided to NGOs.
* Identify and appoint the XXXX Security Coordinator/Advisor, in conjunction with the Host Organisation.
* Review and approve XXXX NGO Security Forum membership applications, in accordance with the approved membership criteria.
* Gather and represent the interests of participating NGOs and support the XXXX Security Coordinator/Advisor in the successful implementation of activities and services.
* Oversee hosting agreements with the Host Organisation and formulate policies and procedures to assist in the functioning of the XXXX NGO Security Forum.
* Facilitate coordination with NGOs, UN agencies, local authorities and other key actors, and advocate for donor funding, if required.
* Initiate annual reviews of XXXX NGO Security Forum’s progress towards its objectives and implementation of activities and services, and where necessary recommend changes to the XXXX Security Coordinator/Advisor work plan.
* Discuss and make recommendations on any matter involving an alteration in the terms of reference, membership or structure of the XXXX NGO Security Forum.

***Steering Committee Membership***

* Membership of the XXXX Steering Committee is open to representatives of participating NGOs. The Steering Committee is voluntary and members will receive no compensation for their services.
* The Steering Committee shall consist of no fewer than [*number*] and no more than [*number*] individuals.
* The Steering Committee shall elect a Chair and Deputy Chair. The Deputy Chair assumes the role of the Chair in their absence. If neither the Chair nor Deputy Chair are present during meetings, the members present shall elect one of their number to act as chair for that meeting.
* Members of the Steering Committee must ensure the XXXX NGO Security Forum maintains its integrity and stays true to its objectives, avoiding any undue influence. All Steering Committee members must avoid and declare any conflict of interest.

***Responsibilities of the Steering Committee Chair***

* + The Chair is responsible for convening meetings of the Steering Committee and supporting XXXX Security Coordinator/Advisor in the preparation of these meetings. Meetings will normally take place [*timeframe*], however the Chair may also convene special meetings of the Steering Committee, as required.
  + The Chair may decide (in consultation with members of the Steering Committee) to invite non-members to participate in a meeting to provide relevant information or advice to the Steering Committee.
  + The Chair must ensure that minutes are taken at each Steering Committee meeting, for circulation to Steering Committee members. A summary of the meeting should be made available to the wider NGO membership.
  + The Chair is responsible for signing all binding documents on behalf of XXXX NGO Security Forum that have been approved by the Steering Committee.
  + The Chair should oversee the recruitment processes of the XXXX Security Coordinator/Advisor and directly supervise and provide advice to the Security Coordinator/Advisor on their role and work plan, and participate in their performance evaluation process, in conjunction with the Host Organisation.
  + The Chair will represent the XXXX NGO Security Forum, when required, at meetings and events, and with UN agencies, local authorities, donors, embassies, and other parties with which the XXXX Security NGO Forum engages.