End Water Poverty Steering Committee: Terms of Reference
Role, composition and selection processes

1. Role of the Steering Committee

The Steering Committee serves like a board, responsible for the governance, oversight and strategic leadership of End Water Poverty.

The Committee shall:

- Lead on governance and provide guidance on the coalition's strategic direction, while delegating operational issues to the Secretariat.
- Advise on all governance-related issues – such as contracts or MOUs - between the host organisation and any other entity.
- Support and advise on the coalition's fundraising.
- Prudently review budgets, annual reports, campaign strategies and activities proposed by task teams or the Secretariat.
- Provide strategic oversight to the work of the Secretariat, who shall be directly line managed by the host organisation (currently WaterAid).
- Participate in the recruitment of the Coordinator and, through the Chair, provide feedback on his/her performance to the host organisation.
- Conduct quarterly reviews of the coalition's expenditure against its budget and provide guidance on financial allocation for projects.
- Report to constituents after each meetings and feedback constituents' concerns or ideas to the Steering Committee and Secretariat.
- Members may also be nominated to be the point of contact between the Steering Committee and the coalition's various task teams.[1]

2. Timing and Location of Meetings

Meetings shall take place by teleconference every three months, while ad hoc meetings shall be held when necessary. Each meeting shall last at least half a day or as long as business takes. We shall organise a face-to-face meeting at least once every two years. In between meetings, discussion and approval on urgent issues shall continue via email. This enables the Coordinator to seek approval or sign-off on matters that do not require convening the Steering Committee.

3. The Composition of the Steering Committee

The Steering Committee shall be composed of senior managers who work for a non-profit, non-governmental organisation with a mandate to promote access to water and sanitation.
The committee shall represent four geographic regions (Africa, Asia, Europe and Latin America). Each region shall elect a substantive representative as well as an alternative who shall represent the region in the substantive's absence. Other members of the committee shall comprise of experts in the following areas: trade unions, legal, fundraising, gender, environmental protection, grassroots movements and youth. The host - currently WaterAid - shall be guaranteed a place on the Steering Committee in recognition of their legal and managerial responsibilities.

a) Full members

The Steering Committee shall comprise of a maximum of **eight** full members, who shall serve a term of two years and have voting rights in meetings. The Chair can only vote on issues when the ballot is tied. Membership of the committee shall constitute as follows:

- **Geographical regions**

[1] This may not apply to all members.

    - **One** plus alternate Africa – no more than one from any single geo-graphical sub-region.
    - **One** plus alternate Asia – no more than one from any single country.
    - **One** plus alternate Latin and Central America – no more than one from any single country.
    - **One** plus alternate Europe – no more than one from any single country
- **Experts and other constituencies**
    - **One** trade unions
    - **One** hosting organisation
    - **The Steering Committee may appoint up to two additional experts in the following areas:** gender, legal, fundraising, organisational development, environmental protection, grassroots movements and youth.

b) The End Water Poverty Secretariat

Secretariat staff shall attend meetings to report on work undertaken and seek advice on how to progress work. The Secretariat and Chair are jointly responsible for:

- Distributing meeting documents at least one week in advance.
- Organising the agenda by order of importance and allocating time limits to each agenda item.
- Sharing a quarterly brief (a concise report on current work, where possible based on themes in the work plan and/or strategy and budget lines).

There is no remuneration for any Steering Committee position.

4. Expectations of Steering Committee members

Members of the Steering Committee are expected to:

- Undertake preparatory work and consult their constituents between meetings through a medium that is verifiable.
- Resolve potential conflicts of interest between the coalition and host organisation or any agency or individual.
- State when they are representing their interests or the position of their organisation.
- Represent and actively share the activities of the campaign to members of their constituency.
- Make themselves available for meetings, and ensure they have the technology needed to participate fully.
- Support fundraising.
- Review end of year reports on activities and finances to donors or the host.
- Provide strategic direction on legality, funding and governance mechanisms.
- Provide three-minute updates from constituents at each steering committee meeting.

Members shall be removed from the Steering Committee if they:

- Undertake any activities harmful to the mission or reputation of End Water Poverty.
- Fail to attend three consecutive meetings without good reason.
- Fail to inform or consult their constituents after three consecutive meetings.
- Consistently fail to follow up on action points.
- Change employer as they may no longer be eligible to serve on the Steering Committee.

Each year, members shall complete a short self-assessment on their contribution to the Steering Committee as well as the efforts they have made to consult with their constituents.

5. Selection procedure for Steering Committee members

a. Eligibility criteria

Steering Committee members must meet the following criteria:

- Work for a non-profit, non-governmental organisation with a mandate to promote access to water and sanitation.
- Be committed to fulfilling the duties expected of a Steering Committee member: participating in the annual planning meeting; attending approximately four meetings per year, almost exclusively by teleconference; contributing to email discussions; informing and consulting other members on key issues and activities.
- Have a supporting note from their organisation's board or CEO acknowledging the necessary time commitment.

The Steering Committee shall seek a gender balance. Should the selection process result in an imbalance, it shall be redressed.

b. Selection procedures

Representatives shall be elected from the following regional constituencies: Africa shall be ANEW; Asia shall be FANSA; Latin America shall be FANMex and FANCA combined. The committee's representative from Europe shall be elected through national constituencies until we have a regional constituency. Regional constituencies shall nominate representatives from their constituencies with a mandate to represent regional groups, relevant boards and other EWP members working in the region.

The process is as follows:

- The Secretariat, with support from the Chair, shall work with regional constituency coordinators to put out a call for applications, asking those interested in serving on the Steering Committee for a 500 word (max) statement on why they would make a good representative.
- For each region, a selection committee made up of five people (max) from the board of the appropriate regional constituencies or representatives from national constituencies (Europe only) would then choose the most appropriate candidates from their region.
- On each selection committee, there should only be one person from the same organisation as a nominee for the position. This means that the selection committee cannot be convened until all nominations have been received.
- Where possible, the substantive and alternate member should be of different genders.

For Experts and 'Other' constituencies

- Selection shall be through open calls followed by interviews. There shall be room for headhunting by the steering committee when there is a strong case for it.

Steering committee members should serve a term of two years. There is no maximum term limit – members may re-apply if they wish.

6. Chair and Vice Chair

The Steering Committee shall have a Chair and Vice Chair. The Chair does not need to be an existing member of the Steering Committee (see appendix A for more on the role) but should have previously served on the committee for at least two years. The Vice Chair must be a current member of the Steering Committee who has been elected into the role by the committee. The Vice Chair shall play the role of the Chair in his/her absence.

7. Administration of the Steering Committee

The EWP Secretariat shall undertake the administrative functions of the committee as outlined in section 3.C

8. Reporting back to the membership

A short profile of all members of the Steering Committee shall be accessible on End Water Poverty's website.

The Chair shall arrange for the Secretariat to submit quarterly or annual reports to the Steering Committee. Once approved by the Steering Committee, the reports shall be available for members to read on End Water Poverty's website. Minutes from Steering Committee meetings will be shared with End Water Poverty coalition members through email or the monthly newsletter.

9. Conduct of meetings

- The agenda shall be set by the Chair and Secretariat.
- Papers and agenda shall be distributed one week in advance.
- Agenda items shall be listed in order of importance.
- Time limits shall be allocated for each item.
- Action points shall state a deadline and assign responsibility. Decisions shall be based on written proposals, which could be as short as a couple of lines.
- There shall be a finance report at each meeting.
- Members shall respond promptly to meeting invites. Members shall inform the Secretariat and Chair well in advance if they are unable to attend a meeting, stating reasons.
- Members shall observe simple courtesy and shall not use offensive language.

Appendix A - Role of the Chair

The Chair is responsible for:

- Chairing Steering Committee meetings
- Overseeing the governance of the coalition and raising areas of concern within the Steering Committee.
- Providing line manager support to the Coordinator when requested.
- Representing EWP in external meetings as well as participating in, and contributing to, face-to-face meetings every two years.
- Providing ongoing advice to the Secretariat on Steering Committee work between meetings.
- Holding other committee members accountable for fulfilling their responsibilities.

Unlike other committee members, the Chair can only vote on issues in the event of a tied ballot.

The Chair shall be removed if he/she:

- Fails to attend three consecutive meetings without good reason.
- Undertakes any activities harmful to the mission or reputation of End Water Poverty.

Requirements:

- Possesses a good understanding of End Water Poverty, with demonstrated participation in End Water Poverty activities.
- Experience and engagement with organisations working to end the global water and sanitation crisis.
- Experience of global campaigning.
- Ability to articulate and represent one's own opinions while also respecting and valuing those of others.
- Experience of chairing committees effectively, good meeting skills.
- Good communication skills and email availability.
- Willingness to contribute time and effort on action points.

Length of term:

The length of term is two years, but individuals may seek re-election for one more term.

Appointment process:
The appointment process is as follows:

- The Secretariat puts out a call for nominations.
- All nominations are passed to S/C members for review.
- Informal interviews are held with all nominees. The interview panel shall comprise of the Coordinator, Vice Chair and at least one other S/C member.
- The interview panel shall then put forward their recommendation to the S/C for endorsement.
- Once the S/C has endorsed the recommendation, the Secretariat shall contact three End Water Poverty coalition members who have previously worked with the nominee to review their suitability for this position. The Secretariat shall seek advice from the nominee and the S/C on which members should be contacted

Meeting schedule/Time commitment:
We estimate that this role requires a minimum commitment of 14 hours a month. Please note that this is a voluntary appointment and no remuneration is available