



August 2010

TERMS OF REFERENCE FOR ADVISORY BOARD MEMBERS

Purpose

Australian Aid International's (AAI) Advisory Board provides strategic guidance and mentoring and acts as a sounding board for the organisation. The Advisory Board also helps to ensure that AAI remains true to its mission and vision.

Advisory Board Members

Each year an Advisory Board meeting will be held to review progress, address strategic questions, and plan for the coming year. The Advisory Board may also hold one or more additional meeting at other times of the year as particular issues develop. Advisory Board members are expected to attend at least one of these meetings per year. For those members of the Advisory Board who are located interstate or internationally, they may attend the meetings via teleconference calls.

The Advisory Board may request to review AAI's budget and financial accounts each year, the Advisory Board is not a formal Board of Directors and does not have fiduciary responsibility for the organisation. This responsibility lies with the Board of Directors of AAI. Although ultimate responsibility for program implementation lies with project staff, AAI management will make every effort to operationalise and reflect the views, opinions and recommendations of the Advisory Board.

Advisory Board members' responsibilities include:

1. Track AAI developments and remain current with AAI's activities through participation in meetings and informational updates from staff.
2. Participate in at least one meeting per year. Members who are unable to attend meetings for 12 months in a row may be asked to resign.
3. Assist in advancing the goals and mission of AAI, as appropriate, through public speaking, professional work, fund raising and outreach to contact networks.
4. Act as stewards of AAI's mission and help ensure that the work of AAI's programs appropriately advance this mission.
5. Engage in a reflective, self-evaluative process to improve advisory board effectiveness.

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Terms and Selection:

Members of the Advisory Board serve in their individual capacity for a fixed term of one year, with the possibility of renewal, if invited to do so. At each annual meeting, the Advisory Board, with support from the CEO and Director of Operations, will review the composition of the Advisory Board and make recommendations for additions or modifications. An executive committee of the Advisory Board will be formed and will appoint new members to the Advisory Board, after soliciting feedback on proposed new members from the wider board. Executive committee members can be asked to leave by the Chair if they fail to fulfil the responsibilities outlined within these terms of reference.

Advisory Board membership is selected to provide the mix of expertise necessary to inform AAI. At any one time, AAI strives to have 6 to 12 active members on its Advisory Board to represent key constituencies of the organisation, selected to provide representation in the following key categories:

- Geographic diversity
- Technical, financial, marketing, legal, and management expertise

Each Board position is an honorary one.

Although individual members may be selected because of their role in key organisations, they serve on the advisory board in their individual capacity. If due to job changes or attrition, the advisory board loses links to an important networks or constituencies, the executive committee will prioritize filling this gap during the next round of recruitment.