At its 22nd Coordinating Board meeting in November 2012, the Coordinating Board approved a comprehensive package of governance reforms to improve its performance and impact on TB. The Board tasked the Executive Committee to take forward the Board reform and manage the transition in order to fill vacant Board seats by the 23rd Board meeting in Ottawa. That process has been completed and the new Board is in place.

Now that the full board is in place, the next step is to fill the vacant governance positions on the Board. These positions include: the Vice-Chair of the Board, two open seats on the Executive Committee, and the membership and leadership of the Finance Committee.

The purpose of this call is to provide information regarding the nominations process to fill these open governance positions.

Overview of the Stop TB Partnership Coordinating Board

The Stop TB Partnership Coordinating Board provides leadership and direction, monitors the implementation of agreed policies, plans and activities of the Stop TB Partnership, and ensures coordination among Partnership components.

Specifically, the role of the Board is to:

- Provide overall strategic direction for the Partnership to address TB as a public health threat
- Approve the Global Plan, the Secretariat Operational Strategy, and the Secretariat budget
- Review annual budget against the Operational Strategy
- Monitor the performance of the Operational Strategy and workplan against a set of approved metrics
- Make recommendations regarding the recruitment of Executive Secretary and the termination of the Executive Secretary’s contract and conduct an annual performance assessment process
- Establish the overall principles and direction for the governing, administrative, and advisory bodies and any additional Board structures
- Elect the Board Chair, Vice-Chair, and Finance Committee Chair through transparent selection processes
• Oversee the effectiveness and efficiency of the governance model, including amending the composition of the Board, creating or terminating structures, and reviewing/adjusting governance policies as necessary
• Establish and oversee the strategy for identifying and managing risks, particularly strategic, reputational and operational risks
• Influence other actors in the global health community to promote the TB agenda
• Provide a platform for all TB voices to be heard
I. Call for Nominations for Stop TB Partnership Coordinating Board Vice-Chair

The Terms of Reference for the Vice-Chair are as follows:

- **Role**
  - Manage the Board, ensuring that the agenda is set in advance, all issues are addressed, and a diversity of opinions are heard
  - Chair Executive Committee meetings and convene Executive Committee on monthly calls
  - Serve in personal capacity as ex officio non-voting members
  - Act solely in best interests of the Partnership without having representation responsibilities vis-à-vis their constituency/organization

- **Skills**
  - Ability to solicit input from a wide range of stakeholders and synthesize thoughts and opinions across the Board
  - Ability to lead and manage a diverse group of people, ensuring that open communication is maintained and all voices are heard
  - Possession of excellent communication skills and a history of written and spoken communication related to global health
  - Possession of knowledge base which allows them to effectively work with the Finance Committee
  - History of involvement with the Partnership; extensive knowledge of history, goals, and policies
  - Experience in governance (e.g. membership in other partnerships/governing Boards)

- **Responsibilities**
  - Commit time to the Partnership (approximately 25 days/year)
  - Work with the Board and the Secretariat to set agendas for the Board meetings
  - Work with the EC and the Secretariat to set agendas for monthly EC calls
  - Chair all EC calls, allowing adequate time for discussion, (ensuring active contributions by all members) and lead deliberations toward clear decisions, overseeing a vote if consensus is not reached
  - Ensure that the performance of the Executive Secretary is reviewed annually (working with the Board)
  - Lead intercessional work on the Board, consulting Board members as appropriate
  - Take action on behalf of the Board between meetings, when necessary, with full transparency to the Board
• Eligibility, duration, and accountability
  – Vice-Chair must have at least one year of experience serving on the Partnership Board and/or significant experience in governance with another global health Board
  – Vice-Chair is appointed by the Board at the same time as the Chair and the two will serve as a team for three-year terms, renewable once
  – If the Vice-Chair leaves office before the end of the three-year term, for any reason, an individual will be identified and appointed by the Board to serve out the remaining term of his/her predecessor

Nominations of candidates
Candidates may self-nominate or be nominated by any Board member with voting privileges. Candidates are considered eligible for election when they have received a nomination and their nominations have been seconded by another voting Board member.

The Vice-Chair will be elected by the Board following an open call for nominations and a review by an independent task force1 established at the 23rd Board meeting to screen nominations and submit a short list of candidates for the Board’s consideration.

For an application to be considered complete candidates must submit:
1. Nomination form completed by applicant
2. Nomination from another voting member of the Board
3. CV
4. Short candidate statement expressing how candidate meets the TORs and experience and commitment to the TORs
5. Statement of commitment from home organization or country demonstrating ability to commit the required time to the Partnership

Timeline & Process

August 10: Secretariat will issue the open call for nominations

September 11: Nomination period will close

September:
  • Secretariat screens applications for completeness and to ensure that applicants meet basic qualifications
  • Secretariat sends names of successfully screened nominees to selection taskforce
  • Selection of taskforce members individually review applications

1 This task-force is comprised of the following individuals: Thokozile Phiri, Communities; Austin Arinze Obiefuna, Developing Country NGO; Marcel de Kort, Netherlands; Michael Kimring, Bill & Melinda Gates Foundation; Paula Fujiwara, International Union Against Tuberculosis and Lung Disease; Minister Aaron Motsoaledi (ex-officio), Ministry of Health, South Africa
• Taskforce meets via teleconference to discuss applications and send up to 2 names of recommended individuals to Secretariat with explanation of recommendation(s)

• Secretariat reviews and compiles information to send to full Board (includes names, applications, and explanation of taskforce recommendations)

• Secretariat alerts recommended nominees

By mid-September:

• If there is more than one nominee, the Secretariat will arrange an open conference call for candidates to discuss their qualifications and for Board members to ask questions

• Secretariat will facilitate an open electronic voting platform and send link to all Board members

• Results are provided electronically to all Board members and new Vice-Chair formally endorsed by mid-September
II. Call for Nominations for Stop TB Partnership Executive Committee Open Seats

The Executive Committee’s responsibilities include monitoring the implementation of Board decisions and Partnership activities; identifying and pre-processing issues for Board consideration and assisting the Secretariat in preparing for Board meetings; and, on the basis of delegated authority from the Board, making decisions on issues judged not to require the consideration of the full Board.

The Executive Committee is led by the Board Vice-Chair and is comprised of 8-10 members including the following voting members: USAID (donor), CIDA (donor), Bill & Melinda Gates Foundation (foundation), WHO (multilateral), one technical agency seat currently represented by the Union, and one communities seat (currently unfilled and to be filled by one of the new community members to the Board). The Board Chair is ex-officio and is represented by his/her adviser.

In addition, there are two open seats available to rotating Board seats not represented on the Executive Committee. This call for nominations is to fill these two open seats. The Executive Committee decided on the following principles to guide the selection of the two EC open seats for the current selection process:

- Must be a Stop TB Partnership Coordinating Board member as outlined in the Governance Manual (unless representing a Minister of Health at which point the Minister may choose to delegate an individual who can consistently participate)
- Ideally represent a voting rotating seat or constituency not currently represented on the Executive Committee. Should there not be interest or availability, the Executive Committee may consider expanding the pool
- Ability to commit the time needed to attend Executive Committee meetings (in-person and at by phone) as required. Time requirements for the Executive Committee over the next year given the current agenda are approximately 20 hours a month. This includes making efforts to attend in-person Executive Committee meetings-retreat that may be planned (e.g. at the Union meeting)
- Have organizational endorsement and support to commit the time to the Executive Committee. Candidates will be expected to provide a letter from their organization supporting their participation in the Executive Committee

Nominations of candidates
Candidates may self-nominate or be nominated by any Board member with voting privileges.

For an application to be considered complete candidates must submit:
1. Nomination form completed by applicant
2. CV
3. Short candidate statement expressing how candidate meets the requirements
4. Statement of commitment from home organization or country demonstrating ability to commit the required time to the Partnership

Timeline & Process

August 10: Secretariat will issue the open call for nominations.
September 11: Nomination period will close

September:

- Secretariat screens applications for completeness and to ensure that applicants meet basic qualifications
- Secretariat sends names of successfully screened nominees to Executive Committee
- Executive Committee reviews nominations and schedules TC interviews if required
- Executive Committee makes recommendation to the Board and requests endorsement electronically by early September
III. Call for Nominations for Stop TB Partnership Finance Committee members

Roles and responsibilities of Finance Committee

- Advise the Board and the Executive Committee, on financial planning and risk oversight, by providing financial review of the Secretariat’s Operational Strategy and work plan against available and projected resources
- Oversee the Partnership Secretariat’s finance unit on the preparation of the Secretariat annual budget for Board approval
- Advise the Executive Committee on the financial implications of any proposed changes to the Operational Strategy and work-plan, including new opportunities that may arise
- Provide oversight of revenues and expenditures, including tracking revenue to the Partnership Secretariat from donors, monitoring delivery of grants to determine cash flow, and tracking spending against the budget
- Report to the Executive Committee on a bi-annual basis on the financial health of the Partnership Secretariat including identifying changes to financing sources, areas of shortfall or surplus and recommending re-allocation as appropriate
- Monitor the implementation of any audit recommendations which may arise from audits conducted by the host organization, and report on implementation to the Executive Committee

The Finance Committee is not a decision-making body. It does not audit the financials of the Partnership, create the report for the financial year end, nor compile the audit for the Partnership.

Composition

The composition of the Finance Committee shall include 1 Chair and 2-3 members. Membership shall be skills-based.

Ideally, the Chair of the Finance Committee shall be a Board member. However, should there not be a Board member with the appropriate qualifications available; the eligible pool of candidates may also include non-Board members.

The members of the Finance Committee may either be Board members or nominated individuals from the constituencies of fixed and rotating Board seats with the appropriate qualifications.

Selection Process

Candidates for the Finance Committee must be nominated by the constituencies they represent. If the nominated candidate is not the Board member, the Board member of that constituency is requested to submit the nomination to indicate the endorsement of the constituency. The Executive Committee will review and make a recommendation to the Board for approval based on which candidates are best positioned to fulfill the roles and responsibilities described above.

For an application to be considered complete candidates must submit:
1. Nomination form completed by applicant
2. Nomination submitted by constituency chair
3. CV
4. Short candidate statement describing financial capabilities

**Timeline & Process**

*August 10:* Secretariat will issue the open call for nominations.

*September 11: Nomination period will close*

*September:*

- Secretariat screens applications for completeness and to ensure that applicants meet basic qualifications
- Secretariat sends names of successfully screened nominees to Executive Committee
- Executive Committee reviews nominations and schedules TC interviews if required
- Executive Committee makes recommendation to the Board and requests endorsement electronically by early September
IV. How to submit an application

Interested candidates should submit the following pieces of information to the Stop TB Partnership Secretariat at stoptbboard@who.int by 11 September.

**Vice-Chair**
1. Nomination form completed by applicant
2. Nomination from another voting member of the Board
3. CV
4. Short candidate statement expressing how candidate meets the TORs and experience and commitment to the TORs
5. Statement of commitment from home organization or country demonstrating ability to commit the required time to the Partnership

**Executive Committee Open Seats**
1. Nomination form completed by applicant
2. CV
3. Short candidate statement expressing how candidate meets the requirements
4. Statement of commitment from home organization or country demonstrating ability to commit the required time to the Partnership

**Finance Committee**
1. Nomination form completed by applicant
2. Nomination submitted by constituency chair
3. CV
4. Short candidate statement describing financial capabilities