

CAFVSAN TERMS OF REFERENCE OPERATIONS

1. NETWORK MEMBERSHIP

- 1.1 Membership of the Network is open to representatives from Government departments and Non- Government organisations working in the field of D, F&SV or who have substantial numbers of clients impacted by D, F&SV.
- 1.2 There is no cap on numbers of representatives to be a part of the network.
- 1.3 No more than 2 x representative from the one Organisation or Government department to attend CAFVSAN monthly meetings.
- 1.4 CAFVSAN members must have decision-making capacity in their organisation or bring other relevant knowledge, expertise and experience to the network.

SECRETARIAT AND ENDORSEMENT OF TERMS OF REFERENCE

2. SECRETARIAT ROLE AND RESPONSIBILITIES

- 2.1 Create and distribute relevant information specifically focussed on D, F&SV and systemic issues to CAFVSAN member. If secretariat doubts authenticity, can request endorsement of information.
- 2.2 Create templates for meetings, agenda and minutes.
- 2.3 Update the network members list and manage the email list.
- 2.4 Follow up tasks and actions relating to CAFVSAN as relevant.
- 2.5 Coordinate the group e.g. send out meeting dates and invitations to attend.
- 2.6 Sit on the Advisory Committee.
- 2.7 Refer matters to the Advisory Committee where relevant.
- 2.8 The secretariat will measure success by:
 - Reporting yearly on the attendance and outcomes of their role within the network and
 - Requesting feedback from the network participants.

3. ENDORSEMENT OF TERMS OF REFERENCE:

- 3.1 Terms of reference endorsed by CAFVSAN, June 2019.
- 3.2 Terms of reference to be reviewed, June 2020.

MEETING AND DECISION – MAKING PROTOCOLS

4. MEETINGS:

- 4.1 The CAFVSAN network meets for monthly or as otherwise set by the network.
- 4.2 The chair responsibilities will rotate amongst CAFVSAN members.
- 4.3 Meeting papers will be circulated via email 1 week prior to the meetings and minutes will be circulated to meeting recipients in 1 week & sent to the network within 2 weeks of meeting.
- 4.4 Non-members may be invited to present on projects/initiatives/policy of interest.
- 4.5 On occasions certain topics may be discussed that are not yet ready to be communicated to or with Government in such circumstance government representatives may be requested to leave the meeting whilst the discussion is had.

Decision Making in Meetings:

- 4.6 After a discussion facilitated by the chair, the group can make decisions as a group respectfully.
- 4.7 Where possible, decision is reached by consensus (not Quorum).
- 4.8 If the meeting is unable to reach consensus, then the chair should decide whether to defer a decision to a further meeting, or to ask the meeting to decide by a vote. The chair should not vote unless the vote is tied, in which case the chair has a casting vote.

5. WORKING GROUPS:

- 5.1 CAFVSAN has established continuous working groups and may establish working groups at CAFVSAN meetings as relevant issues arise. When a group is established clear aims process and decision making will be determined by the working group. These groups would have an assigned “driver” or “contact person” of the group to report back to the larger group.
- 5.2 All decision made by the working group must be approved by CAFVSAN or the Advisory Committee.

6. ADVISORY COMMITTEE:

- 6.1** The Advisory Committee consists of 4 elected CAFVSAN members, who have a have strong understanding of D, F&SV. Their role is out of session decision makers, to ensure the network responds in a timely manner.

Election Process

- 6.2** The election procedure shall be decided by members in attendance at the CAFVSAN meeting.
- 6.3** An alternative will be as follows.
If there are more nominees than vacancies, the election to the Advisory Committee shall be conducted as follows:
- The meeting shall appoint a returning officer.
 - The returning officer shall provide a ballot paper to each attending member with the names of each nominee
 - Members will be asked to cast a ballot by placing ticks, up to the number of vacancies on the Advisory Committee, against the names of their preferred nominees.
 - The nominees with the most ticks will be declared elected.
 - Every attending member is permitted to cast one ballot. Proxy votes are not permitted.
 - In the event of a tied ballot, both nominees are to be declared elected.
- 6.4** Advisory Committee members' tenure ends at the first CAFVSAN meeting of the year.
- 6.5** If an Advisory Committee has not sought and obtained leave of absence from the Advisory Committee, and has not responded to emails from the Secretariat for more than 2 months, that Member's position is deemed vacant, and CAFVSAN may elect a new member to fill the vacancy on the Advisory Committee at its next meeting.

Appointment to Advisory Committee:

- 6.6** All nominees must be existing members of CAFVSAN.
- 6.7** Previous members of the Members Committee can seek re-appointment to the group.
- 6.8** The Secretariat will call for nominations to the Committee for existing or potential vacancies no less than 2 weeks prior to a CAFVSAN meeting. Nominations can be received in writing or in person.
- 6.9** Nominees can speak briefly to their nomination at CAFVSAN meetings prior to decision being made.

Decision-making:

- 6.10** The Advisory Committee will make decisions via email, including confirmation of nominees for external committees and endorsement of letters and submission, at the request of the Secretariat.
- 6.11** The Advisory Committee will be given 3 working days to provide a response to the Secretariat and members. Non-response will be counted as assent.

MEETING AND DECISION – MAKING PROTOCOLS

7. CAFVSAN REPRESENTATIVE:

- 7.1** CAFVSAN can nominate members on relevant committee, and networks or other event and groups behalf of CAFVSAN.
- 7.2** Calls for nomination must be sent to all CAFVSAN members via email by the secretariat with no less than 1 working day provided to respond to time sensitive matters.
- 7.3** Once nominations have been received it is the responsibility of the Advisory Committee to Conduct a ballot to elect a rep from the nominees, with the nominee who gets the most votes being elected.
- 7.4** CAFVSAN representatives may be requested to provide updates to CAFVSAN via email or at meetings as requested by the Secretariat.

8. USE OF CAFVSAN LETTERHEAD:

- 8.1** Letterhead must only be used on the final copy where the content has been approved in accordance with CAFVSAN decision-making processes