

TERMS OF REFERENCE FOR THE DEVELOPMENT COMMITTEE

1. Overall Purpose / Objectives

The Development Committee is intended to provide oversight and support the development work of the organisation, scrutinising in detail, on behalf of the Board of Trustees, the strategies, plans and any associated funding made to Zones, provinces and dioceses from the Overseas Development Fund, Britain and Ireland Development Fund and the Relief Fund and ensuring these are in line with the aim and objectives of the Organisation and the strategic direction as agreed by the Board of Trustees. The Committee shall conform to any regulations that may be imposed on them by the Board of Trustees.

In performing its duties, the Development Committee will maintain effective communication and working relationships with the Board of Trustees. To perform their role effectively, each member of the Development Committee will be expected to understand and uphold their responsibilities as outlined in these Terms of Reference. If any member of the Committee needs clarification at any time of their responsibilities this should be discussed with the Chair of the Development Committee.

2. Accountability

The Development Committee is accountable to the Board of Trustees.

3. Membership

- 3.1 There will be up to five voting members of the Development Committee, with relevant experience, as follows:
- One of the Trustees, who will act as Chair of the Committee (see point 3.3)
 - A member of the Audit and Risk Committee (see point 3.4)
 - Two Mothers' Union members (see point 3.6)
 - One external Development Professional (see point 3.7)
- 3.2 Each member should have the skills and expertise to make a valuable contribution to the Committee.
- 3.3 The Board of Trustees shall appoint from amongst its numbers a Trustee to be a member of, and Chair, the Development Committee. This should be done after the Board have completed a skills audit of all Board members to determine who has the required skills and experience in this field to undertake this role effectively.
- 3.4 The Board of Trustees shall appoint a member of the Audit and Risk Committee to be a member of the Development Committee. This should be done after the Board have completed a skills audit of all Audit and Risk Committee members to determine who has the required skills and experience in this field to undertake this role effectively.

- 3.5 The Worldwide President and Chief Executive will be ex-officio members of the Development Committee and shall be invited to attend meetings of the Committee and contribute but will not have voting rights.
- 3.6 If required in addition to the skills audit of the Board, an open call for applications shall be held to identify two Mothers' Union members referenced in point 3.1. This call should be as wide as possible amongst the membership across the world. Applications will be shortlisted based on their fit with the skills and experience criteria listed in the Role Description, with the final selection of the two members made by the Board of Trustees.
- 3.7 A Development Professional, who may or may not be a Mothers' Union member, will be recruited following external advertisement of the position. Applications will be shortlisted based on their fit with the skills and experience criteria listed in the Role Description, with particular emphasis on looking for an individual with significant expertise and experience in the wider development sphere beyond Mothers' Union.
- 3.8 Every effort will be made to ensure a wide geographical representation on the Development Committee, at any given time a minimum of 2 of the members will come from outside Britain and Ireland, to reflect appropriately the global diversity of Mothers' Union and its members.
- 3.9 All members of the group will be appointed for a three-year term of office, renewable for a further term of three years only.
- 3.10 In the event of a vacancy occurring, the Worldwide Board, in consultation with the Chair of the Development Committee, may make an appointment to fill the vacancy. At that stage, the Board can decide whether to appoint for the remainder of the term of service of that member whose place is filled, in which case if the vacancy occurs during the first half of the term, the member appointed to fill such a vacancy shall be deemed to have served one full term, i.e. three years. Alternatively, they could choose to appoint for a full 3 year term, thus creating some phasing in the rotation of committee members
- 3.11 Staff from the Development Team and/or other Teams will attend and contribute to meetings of the Development Committee, acting in an advisory capacity, but will not have voting rights.
- 3.12 A nominated member of the Development Team will act as secretary to the Committee

4. Roles and Responsibilities

The Development Committee will:

- 4.1 Act as a sounding board for the Development Team on good practice in the development sphere and as they work with provinces to develop their strategies, plans and budgets.
- 4.2 Actively ask questions and provide constructive criticism on all activities and proposals for development work.
- 4.3 Scrutinise in detail the proposed provincial packages which outline each province's strategies, plans and funding needs/request for the coming year, ensuring these are aligned with the organisational strategy, aim and objectives and within the available funding envelope that has been proposed by

the Head of Finance.

- 4.4 Make recommendations to the Budget Review Group of what funding packages should be offered to provinces in the coming year for discussion and agreement at their annual budget meeting. The Budget Review Group may request further clarification from the Development Committee of any proposals, and/or may request the Development Committee to revise their recommendations depending on the funding available.
- 4.5 Ensure strategies and plans are periodically reviewed and assessed, particularly through the RAG. Schedule. Specifically, to meet virtually in June to conduct a formal midyear review, and recommend to the Audit and Risk Committee which meets in July any adjustments.
- 4.6 Seek, in all of their work, to reflect the Guiding Principles and Terms of Reference for the Overseas Development Fund, Britain & Ireland Development Fund and Relief Fund, in the context of the aim and objectives of the organisation, the current strategic plan and annual budget.
- 4.7 Undertake all other tasks as directed by the Board of Trustees
- 4.8 Report at least annually to the Board of Trustees.

5 Working methods / ways of working

- 5.1 The Development Committee will be chaired by a Trustee as appointed by the Board of Trustees. If the Chair is unable to attend, s/he will take responsibility for asking another member of the Development Committee to chair the meeting.
- 5.2 Meetings shall be held not less than three times a year, at least one of these is expected to be a face-to-face meeting, with other meetings held by conference call. Special meetings of the Development Committee may be convened as and when required.
- 5.3 The proceedings of all meetings will be minuted, and along with a brief report be shared with the Board of Trustees.
- 5.4 A quorum for any meeting will be three voting members (50% plus 1 of total group members), at least two of whom must be a Board member. All matters are decided by a simple majority vote.
- 5.5 Staff from the Development Team will be expected to work with provinces to develop their strategies and proposals as appropriate, before presenting papers to the Development Committee for consideration, and to ensure the appropriate monitoring, evaluation and reporting.
- 5.6 The agendas for meetings shall be agreed by the Chair in consultation with the staff lead. The staff lead is responsible for co-ordinating and circulating the supporting papers.
- 5.6 Meeting papers and other relevant documentation will be made available via email or online with protected access.
- 5.7 Every effort will be made to allow members of the Development Committee at least one week to review supporting papers before the date of the meeting.
- 5.8 Meetings will be conducted in English and all papers will be written in English.

6 Code of conduct

The Members of the Development Committee shall:

- Act only in the best interests of Mothers' Union and its members
- Keep confidential and not disclose, reveal or provide confidential information to any person
- Declare any conflicts of interest
- Be flexible, open-minded and willing to express concerns
- Communicate effectively and in a timely fashion
- Take responsibility for keeping informed of the business of the Development Committee including accessing resources, reading support papers, and seeking clarity if required in order to make informed decisions and to meet required deadlines
- Support and care for each other, maintaining a positive attitude and positive approach to the work of the Committee
- Model Mothers' Union values: being team players and working in partnership with each other and staff

7 Review

7.1 The Development Committee shall review and update these Terms of Reference at least every three years and receive approval of any changes from the Board of Trustees.

7.2 Evaluate the Development Committee's own performance at least once during a triennial period.

Staff Lead: Senior Development Manager

These Terms of Reference were approved by the Board of Trustees at their meeting in February, 2019