NGO/DPI EXECUTIVE COMMITTEE

TERMS OF REFERENCE
of its Subcommittees

1. Finance and Budget Subcommittee
2. Bylaws Subcommittee
3. Communications Subcommittee
4. Fundraising Subcommittee
5. Future Conferences Subcommittee
6. Information Technology Subcommittee
7. Nominations Subcommittee
8. Outreach Subcommittee
9. Youth Subcommittee
10. Public Relations Subcommittee

11 September 2014
FINANCE AND BUDGET SUBCOMMITTEE

TERMS OF REFERENCE

I. Goal

The goal of the Finance and Budget Subcommittee is to ensure adequate income and proper expenditures of the Executive Committee.

II. Chair’s duties

The Chair of the Finance and Budget Subcommittee will be responsible for:

(a) Convening meetings of its members and directing its work;

(b) Preparing the relevant reports on its work for submission to the Executive Committee, including for the Chair of the Executive Committee’s Annual report for presentation to the Annual Meeting.

III. Responsibilities and activities

The Subcommittee’s responsibilities and activities include:

1. overseeing the financial operations of the Executive Committee, including internal auditing;

2. assisting the Treasurer in the preparation of the Executive Committee’s annual budget;

3. collaborating with the Fundraising Subcommittee and the Treasurer concerning fundraising issues;

4. consulting with the Conference Planning Committee and with the DPI Outreach Division concerning funds related to the organization of the United Nations DPI/NGO Conference; and

5. reviewing and confirming the annual finance report and audit.

IV. Membership

The Subcommittee’s members shall include a Chair, who will be one of the Vice-Chairs of the Executive Committee, the other Vice-Chair of the Executive Committee and the Treasurer, who will participate as an ex officio member, and other members of the Executive Committee. The Chair of the Executive Committee is an ex-officio member.
BYLAWS SUBCOMMITTEE

TERMS OF REFERENCE

I. Goals

The goals of the Bylaws Subcommittee are to ensure proper functioning of the Executive Committee and to facilitate compliance with the Bylaws and Policies and Procedures.

II. Chair’s duties

The Chair of the Bylaws Subcommittee will be responsible for:

(a) convening meetings of its members and directing its work;
(b) preparing a plan of action for each year, including an estimate of any expenses expected for implementation, and submitting it to the Executive Committee for approval; and
(c) preparing the relevant reports on its work for submission to the Executive Committee, including for the Chair of the Executive Committee’s Annual Report for presentation to the Annual Meeting.

III. Responsibilities and activities

The Subcommittee’s responsibilities and activities include:

1. advising the Executive Committee on questions concerning compliance with the Bylaws or operating procedures outlined in the Policies and Procedures;
2. reviewing proposed amendments submitted to it and making recommendations thereon to the Executive Committee for its approval (Policies and Procedures) or for approval by the Annual Meeting (Bylaws);
3. periodically reviewing Bylaws and Policies and Procedures to identify areas that may need modifications due to policy changes made by the Executive Committee;
4. preparing briefs, as necessary, for discussion on possible amendments to the Bylaws or Policies and Procedures for consideration by the Executive Committee or by the Annual Meeting as required;
5. Providing relevant information for inclusion on the NGO/DPI Executive Committee website.

III. Membership

The Subcommittee members shall include a Chair, other members of the Executive Committee and/or other representatives of NGOs associated with DPI. The Chair of the Executive Committee is an ex-officio member.
COMMUNICATIONS SUBCOMMITTEE

TERMS OF REFERENCE

I. Goals

The goal of the Communications Subcommittee is to strengthen the capacity of NGOs associated with DPI to be more effective in their communications programs.

II. Chair's duties

The Chair of the Communications Subcommittee will be responsible for:

(a) convening meetings of its members and directing its work;

(b) preparing a plan of action for each year, including an estimate of any expenses expected for implementation, and submitting it to the Executive Committee for approval; and

(c) preparing the relevant reports on its work for submission to the Executive Committee, including for the Chair of the Executive Committee’s Annual Report for presentation to the Annual Meeting.

III. Responsibilities and activities

The Subcommittee’s responsibilities and activities include:

1. providing NGOs associated with DPI timely information and assistance in using new media techniques;

2. partnering with the United Nations Department of Public Information to organize the Communications Workshops, including recommendations for possible speakers;

3. preparing the content and format of at least one Communications Workshop per year;

4. planning and convening the Communications Workshops, including preparing notifications to all NGOs associated with DPI;

5. distributing relevant material as and when necessary for participants at the Workshop;

6. investigating the possibility of internet participation in the Workshop; and

7. providing relevant information for inclusion on the NGO/DPI Executive Committee website.

IV. Membership

The Subcommittee members shall include a Chair, other members of the Executive Committee and/or other representatives of NGOs associated with DPI. The Chair of the Executive Committee is an ex-officio member.
FUNDRAISING SUBCOMMITTEE

TERMS OF REFERENCE

I. Goal

The goal of the Fundraising Subcommittee is to raise funds to support the work of the Executive Committee and its Subcommittees.

II. Chair’s duties

The Chair of the Fundraising Subcommittee will be responsible for:

(a) convening meetings of its members and directing its work;

(b) preparing a plan of action for each year, including an estimate of any expenses expected for implementation, and submitting it to the Executive Committee for approval; and

(c) preparing the relevant reports on its work for submission to the Executive Committee, including for the Chair of the Executive Committee’s Annual Report for presentation to the Annual Meeting.

III. Responsibilities and activities

The Subcommittee’s responsibilities and activities include:

1. suggesting methods for fundraising, such as solicitation letters, fundraising events, Executive Committee “products” that could be sold, etc;

2. developing and maintaining a list of prospective donors to be contacted;

3. preparing project proposals, in collaboration with other Subcommittees, for solicitation of funds, to be approved by the Executive Committee, including preparation and dissemination of necessary correspondence, signed by the Chair of the Executive Committee, to raise funds;

4. collaborating with the Public Relations Subcommittee to organize fundraising events;

5. providing relevant information for inclusion on the NGO/DPI Executive Committee website.

IV. Membership

The Subcommittee members shall include a Chair, other members of the Executive Committee and/or other representatives of NGOs associated with DPI. The Chair of the Executive Committee is an ex-officio member.
FUTURE CONFERENCES SUBCOMMITTEE

TERMS OF REFERENCE

I. Goal

The goal of the Future Conferences Subcommittee is to seek agreement on venues and themes for the United Nations DPI/NGO Conference. The Subcommittee acts as the substantive link of the Executive Committee with the United Nations Department of Public Information in matters related to preparation and organization of the Conferences.

II. Chair’s duties

The Chair of the Future Conferences Subcommittee will be responsible for:

(a) convening meetings of its members and directing its work;

(b) preparing a plan of action for each year, including an estimate of any expenses expected for implementation, and submitting it to the Executive Committee for approval; and

(c) preparing the relevant reports on its work for submission to the Executive Committee, including for the Chair of the Executive Committee’s Annual Report for presentation to the Annual Meeting.

III. Responsibilities and activities

The Subcommittee’s responsibilities and activities include:

1. Partnering with DPI;

2. Soliciting suggestions from NGOs associated with DPI on venues and themes for the conferences, including preparing and disseminating notifications of town hall meetings for that purpose when necessary;

3. Presenting to the Executive Committee options for venues and themes;

4. Collaborating with the Nominations Subcommittee with respect to specific responsibilities of the Chair of the Conference for insertion in the “Call for Nomination of Chair of the Conference”;

5. Beginning, as soon as a venue and theme have been selected for one conference, its work on future venues and themes, preferably at least two years in advance, with the aim of announcing the venue and theme for the following year, at the close of a Conference;

6. Providing relevant information for inclusion on the NGO/DPI Executive Committee website.

IV. Membership

The Subcommittee members shall include a Chair, other members of the Executive Committee and/or other representatives of NGOs associated with DPI. The Chair of the Executive Committee is an ex-officio member.
INFORMATION TECHNOLOGY SUBCOMMITTEE

TERMS OF REFERENCE

I. Goal

The goal of the Information Technology Subcommittee is to develop, maintain and improve the NGO/DPI Executive Committee website, and to update the Facebook Page, and explore the use of other social media platforms.

II. Chair’s duties

The Chair of the Information Technology Subcommittee will be responsible for:

(a) convening meetings of its members and directing its work;

(b) preparing a plan of action for each year, including an estimate of any expenses expected for implementation, and submitting it to the Executive Committee for approval; and

(c) preparing the relevant reports on its work for submission to the Executive Committee, including for the Chair of the Executive Committee’s Annual Report for presentation to the Annual Meeting.

III. Responsibilities and activities

The Subcommittee’s responsibilities and activities include:

1. Presenting proposals that would increase interest in and expand access to the website;

2. Collaborating with the other Subcommittees on information to be included on the website, including the NGO Reporter;

3. Determining, for approval by the Executive Committee, which announcements from NGOs associated with DPI should be included on the website;

4. Posting notifications from the Executive Committee to membership at large.

IV. Membership

The Subcommittee members shall include a Chair, other members of the Executive Committee and/or other representatives of NGOs associated with DPI. The Chair of the Executive Committee is an ex-officio member.
NOMINATIONS SUBCOMMITTEE

TERMS OF REFERENCE

I. Goal

The goal of the Nominations Subcommittee is to facilitate the selection of the Chair of the United Nations DPI/NGO Conference and the election of members of the Executive Committee.

II. Chair’s duties

The Chair of the Nominations Subcommittee will be responsible for:

(a) convening meetings of its members and directing its work;
(b) preparing a plan of action for each year, including an estimate of any expenses expected for implementation, and submitting it to the Executive Committee for approval;
(c) alerting the Chair of the Executive Committee to any issues that may require specific attention and/or decision-making before proceeding on its work; and
(d) preparing the relevant reports on its work for submission to the Executive Committee, including for the Chair of the Executive Committee’s Annual Report for presentation to the Annual Meeting.

III. Responsibilities and activities

The Subcommittee’s responsibilities and activities include:

1. United Nations DPI/NGO Conference

(a) consulting with the Future Conferences Subcommittee and DPI on responsibilities of the Chair of the United Nations DPI/NGO Conference, for proper reflection in the “Call for Nominations”;
(b) organizing distribution of the call for nominations;
(c) reviewing nominations;
(d) organizing and conducting interviews with eligible and qualified candidates;
(e) preparing report and submitting recommendation of up to three candidates for decision-making by the Executive Committee in order to seek confirmation by DPI.

2. Annual elections for vacancies on the Executive Committee

(a) confirming vacancies and willingness of current eligible members of the Executive Committee to run again;
(b) by the first week of February, soliciting nominations for membership on the Executive Committee, either for the positions of Officers or Directors;
(c) reviewing nominations and interviewing eligible and qualified candidates;
(d) submitting report to the Executive Committee for approval at its April meeting, a report on procedures followed, the screening and selection process, and rationale for excluding nominees;
(e) presenting to the Executive Committee, also at its April meeting, the list of candidates, their affiliated organizations, and the positions sought to be included on the ballot for voting by the membership at large; with respect to the positions of Chair and Officers, there should be up to three names for each of those positions;
(f) sending by email, at least 30 days before the Annual Meeting, the ballot with information on election procedures including names of candidates and their resumes and deadline date of the Annual Meeting, to all NGOs associated with DPI;
(g) arranging for electoral services to be provided by an independent entity providing such services, including the preservation of ballots and results for at least one year;
(h) organizing the availability and collection of in-person ballots by a designated time to be counted at the Annual Meeting; and
(i) announcing the results of the election to the Annual Meeting.

IV. Membership

The Nominations Subcommittee members shall comprise one Director who shall act as Chair and at least two other members of the Executive Committee (none of whom is on the ballot), who shall select up to four other members from the NGOs associated with DPI, for approval by the Executive Committee.

1 Refer also to Working Guidelines of the Nominations Subcommittee
OUTREACH SUBCOMMITTEE

TERMS OF REFERENCE

I. Goals

The goals of the Outreach Subcommittee are to improve and strengthen contact with all NGOs associated with DPI, particularly those that are located outside of New York. The Subcommittee acts as the substantive link of the Executive Committee with the United Nations Department of Public Information (DPI) with respect to NGOs associated with DPI.

II. Chair’s duties

The Chair of the Outreach Subcommittee will be responsible for:

(a) convening meetings of its members and directing its work;

(b) preparing a plan of action for each year, including an estimate of any expenses expected for implementation, and submitting it to the Executive Committee for approval; and

(c) preparing the relevant reports on its work for submission to the Executive Committee, including for the Chair of the Executive Committee’s Annual Report for presentation to the Annual Meeting.

III. Responsibilities and activities

The Subcommittee’s responsibilities and activities include:

1. Partnering with DPI in outreach activities related to NGOs associated with DPI, with particular attention to those located outside of New York;

2. Preparing welcome letters to newly associated NGOs for signature by the Chair of the Executive Committee and arranging for their distribution;

3. Initiating and maintaining contact with United Nations Information Centres on matters related to NGOs associated with DPI in those countries/regions;

4. Recommending the appointment of Regional NGO Coordinators for approval by the Executive Committee;

5. Communicating regularly with the Regional NGO Coordinators;

6. Providing opportunities, through the Regional Liaison Officers, for NGOs in the regions to collaborate with each other and with their respective Regional NGO Coordinators;

7. Soliciting, at least one year prior to the end of a term of an appointed Regional NGO Coordinator, nominations for the position of Regional NGO Coordinator. The solicitation letter, to be signed by the Chair of the Executive Committee, would include the terms of reference for Regional NGO Coordinators;

8. Submitting annual evaluations of the performance of Regional NGO Coordinators to the Executive Committee for its review and determination whether or not they should continue for the remainder of their term.

9. Finding ways to encourage NGOs to be associated with DPI;

10. Providing relevant information for inclusion on the NGO/DPI Executive Committee website.

IV. Membership

The Subcommittee members shall include a Chair, other members of the Executive Committee and/or other representatives of NGOs associated with DPI. Regional Liaison Officers, from among the Subcommittee’s members, shall be appointed by the Chair, subject to the approval of the Executive Committee. The Chair of the Executive Committee is an ex-officio member.
YOUTH SUBCOMMITTEE

TERMS OF REFERENCE

I. Goal

The goal of the Youth Subcommittee is to increase opportunities for the participation of youth representatives in United Nations activities.

II. Chair’s duties

The Chair of the Youth Subcommittee will be responsible for:

(a) convening meetings of its members and directing its work;

(b) preparing a plan of action for each year, including an estimate of any expenses expected for implementation, and submitting it to the Executive Committee for approval; and

(c) preparing the relevant reports on its work for submission to the Executive Committee, including for the Chair of the Executive Committee’s Annual Report for presentation to the Annual Meeting.

III. Responsibilities and activities

The Subcommittee’s responsibilities and activities include:

1. collaborating with DPI on its activities related to youth participation in DPI activities;

2. encouraging NGOs to include youth representatives;

3. engaging youth in the activities of the Executive Committee, particularly the DPI/NGO Conferences and workshops;

4. providing information to youth representatives on work of the Executive Committee and on the role they can play in promoting the work of the United Nations;

5. assist in the convening of meetings of youth representatives and meet and greet youth attending meetings at United Nations New York Headquarters.

IV. Membership

The Subcommittee members shall include a Chair, other members of the Executive Committee and/or other representatives, particularly young representatives, of NGOs associated with DPI. The Chair of the Executive Committee is an ex-officio member.
PUBLIC RELATIONS SUBCOMMITTEE

TERMS OF REFERENCE

I. Goal

The goals of the Public Relations Subcommittee are to promote goodwill with civil society, the business community and foundations for the work of the United Nations and the role NGOs play in supporting this work, and to strengthen the relationship between the Executive Committee and the NGOs associated with DPI.

II. Chair’s duties

The Chair of the Public Relations Subcommittee will be responsible for:

(a) convening meetings of its members and directing its work;

(b) preparing a plan of action for each year, including an estimate of any expenses expected for implementation, and submitting it to the Executive Committee for approval; and

(c) preparing the relevant reports on its work for submission to the Executive Committee, including for the Chair of the Executive Committee’s Annual Report for presentation to the Annual Meeting.

III. Responsibilities and activities

The Subcommittee’s responsibilities and activities include:

1. Organizing events for NGOs to network and assisting NGOs in forming networks;

2. Collaborating with the Fundraising Subcommittee on fund-raising events;

3. Finding major media outlets in which to publicize the work of the Executive Committee;

4. Noting NGO concerns about their association with DPI and with the Executive Committee and coming up with recommendations to ensure that they are addressed;

5. Helping, when requested, the Executive Committee and its subcommittees to publicize their undertakings.

IV. Membership

The Subcommittee’s members shall include a Chair, other members of the Executive Committee and/or other representatives associated with DPI. The Chair of the Executive Committee is an ex-officio member.