

AIDS ACTION EUROPE STEERING COMMITTEE

AIDS Action Europe is governed by a Steering Committee. This document describes the principles, functions, governance rules and profile of the Steering Committee.

Steering Committee Principles

- The Steering Committee acts as the governing body of AIDS Action Europe on all programmatic issues concerning policy, strategy, finance, monitoring and evaluation.
- The Steering Committee should be composed by individuals from member or partner organisations of AIDS Action Europe.
- The composition of the Steering Committee should be balanced in terms of HIV status, gender and geographic representation.
- Steering Committee members attend on a personal title and in recognition of their personal expertise. Therefore, seats at the Steering Committee are not transferable automatically from one person to another within organisations.
- (Additional) specific required expertise of Steering Committee members is to be defined by the Steering Committee.

Steering Committee Functions

- To represent AIDS Action Europe at global, regional and sub-regional meetings, including the interaction with multilateral organisations and regional political bodies.
- To facilitate representation of AIDS Action Europe in governing bodies, or in their sessions, of other European or global networks and partnerships.
- To (further) develop, implement and continuously monitor and evaluate, the general policies and priorities for AIDS Action Europe, in consultation with member organisations and through an inclusive decision making process.
- To review and decide upon the planning and execution of the common programmes and projects. For this purpose, it shall be kept informed of all aspects of the development of the programmes and projects and consider reports and recommendations submitted to it by the office.
- To review and approve the plan of action and budget for each financial period, prepared by the office;
- To review proposals of the members, sub-regional partnerships and the office and approve arrangements for the financing of the common initiatives, programmes and projects;
- To review longer term plans of action and their financial implications;
- To review periodic reports that will evaluate the progress of the programmes and projects towards the achievement of its goals.

Steering Committee governance

- AIDS Action Europe, including its office in Amsterdam and members, is governed by a Steering Committee.
- The Steering Committee can represent AIDS Action Europe.
- Although the Steering Committee works by the unwritten rule to decide by consensus, the majority principle prevails, meaning that decisions are taken by a majority of Steering

Committee members, present or represented. The quorum consists of half plus one of the members of the Steering Committee. If there is a tied vote, the Chair has a second or casting vote.

- Steering Committee members attend on a personal title and in recognition of their personal expertise. Therefore, seats at the Steering Committee are not transferable from one person to another. There is an exception to this rule however. If a Steering Committee member is unable to participate in the Steering Committee for a relatively short period of time (due to situations like maternity leave or sick leave) a temporary replacement can be proposed to the Steering Committee to guarantee continuity.
- Steering Committee members can be represented by other Steering Committee members at conference calls and Steering Committee meetings. Members need to inform the Steering Committee prior to the meeting or conference call if they appoint another Steering Committee member as their spokesperson.
- Steering Committee members have a term of office of three years. The Steering Committee member may re-apply for the vacancy, but the extension is not automatically guaranteed. The maximum term is six years. Members are free to resign at any time.
- Steering Committee members who re-apply after their term ends will be part of an open election procedure and their qualities will be judged in comparison to possible new candidates.
- Steering Committee members who re-apply for a SC vacancy are excluded from the selection and voting process.
- For institutional memory and ease of working, there will be a staggered turnover of 3-4 Steering Committee members yearly.
- The Steering Committee elects its Chair for a two-year term. In principle each Steering Committee member that is part of the Steering Committee for at least six months can apply for the position of Chair. In the event of a tied vote, the outgoing Chair has the casting vote. The current Chair can apply to extend his/her term, but other Steering Committee members can apply as well, followed by a selection process. The maximum term for Chair is four years. Once elected as Chair, the term for Steering Committee membership is automatically extended for this additional period.
- Steering Committee members are expected to voluntarily contribute about 10 working days yearly to the Steering Committee, including twice yearly a two-day Steering Committee meeting and six-weekly conference calls.
- Vacancies in the Steering Committee will be announced on the website and all members are informed by email about the vacancy. The Steering Committee can decide to develop a specific profile for the vacancy. Members who are interested can show their interest by applying for the position. Selection of the new Steering Committee member will be done by the current Steering Committee.
- The Steering Committee aims for a balanced composition of the Steering Committee in terms of HIV status, gender geographic representation and thematic diversity.
- Permanent seats at the Steering Committee are reserved for the host organization of the office, the Civil Society Forum co-chair and a representative of the European AIDS Treatment Group.
- AIDS Action Europe members need to get informed and have influence about Steering Committee decisions. This means that dates, agenda and minutes of Steering Committee meetings will be available to members and they will be asked for comments on the agenda.



- The Steering Committee consists of maximum 12 members.
- Travel and communication expenses for Steering Committee meetings and conference calls will be reimbursed for those Steering Committee members whose organisations can not cover them.
- If Steering Committee members represent AIDS Action Europe at international events, their travel expenses will be reimbursed. In return they are expected to deliver a timely report of the meeting attended.
- The Steering Committee can only make decisions about key governance issues after a consultation process with members and partners.
- The office of AIDS Action Europe serves as the secretary of the Steering Committee.

Steering Committee Member Profile

The member must:

- be individually committed to coordinated NGO action and the AIDS Action Europe mission;
- have previous experience in NGO exchange in Europe and Central Asia;
- have global knowledge about the main policies, trends, issues and activities in his/her respective geographical sub-region;
- have good networking skills and contacts with networks, NGOs and possible sponsors;
- hold a managerial/senior position in an established HIV/AIDS NGO, network or movement of PLWH;
- have an excellent knowledge of English;
- be located in Europe or Central Asia;
- Organization/ network affiliated with the applicant should be a member or partner of AIDS Action Europe when applying.

Incompatibility of functions

The role of Steering Committee member may be difficult to combine with some other public functions or a personal relationship with a sponsor or another member of the Steering Committee. Candidates should indicate to the Steering Committee if they foresee a possible conflict of interest. If more than half of the Steering Committee concludes there is a conflict of interest, the candidate will be excluded from the election process.