

Steering Committee

Reports to:	Fund Manager and Steering Committee Chair
Location:	Suva, Fiji
Duration:	Until 31 December 2021

Program Background

The Fiji Women's Fund (the Fund) supported by Australian Government, is an initiative of the Pacific Women Shaping Pacific Development (*Pacific Women*) and commits up to AU\$10.5 million from 2017 to 2022. It provides funding and capacity development support to women's groups, organisations and networks in Fiji to expand and enhance their work on women's empowerment and gender equality.

One of the key objectives of the Fund is to reach women living in rural and remote locations and those who are marginalised. This includes women with disabilities and those facing discrimination based on their sexual orientation or gender identity.

The Fund seeks the following outcomes:

- Women's groups, organisations, or networks supported by the Fund are empowered and have the capacity (knowledge, skills, resources and relationships) to contribute to transformative change that improves women's lives.
- Women's groups, organisations, or networks supported by the Fund are having influence at different levels (individual / systemic and formal / informal) and are contributing to transformative change in women's lives.
- The Fund has transitioned to an independent local entity and has secured funding from donors, private sector, and local philanthropy.

The Fund contributes to the Fiji Government's key gender equality strategies that promote gender equality and the empowerment of women and girls in Fiji including the National Women's Plan of Action and National Gender Policy.

Purpose of the Role

These terms of reference outline the role of the Steering Committee and its members. The terms of reference and any subsequent revisions will be finalised by the Steering Committee. The terms of reference will be revised as required over the life of Fund implementation¹.

The role of the Steering Committee is to:

- Provide ongoing strategic guidance support to the Fund and ensure that implementation is in accordance with the agreed strategy and principles
- Oversee the development of and implementation of the Fund localisation strategy

¹ The Fund implementation period is July 2017- June 2022

- Support the Fund Manager to develop and maintain effective relationships with a wide range of stakeholders, including traditional leaders and faith-based groups, and in particular the Fiji women's movement, to support the sustainable development and implementation of the Fund and its activities
- Actively promote the Fund's work such as supporting the Fund's visibility and outreach activities

Up to one representative of the Steering Committee (not including DFAT and *Pacific Women* Support Unit) will participate in Fund grant selection processes. Members will rotate their involvement in this process on an annual basis.

Specific Responsibilities

- Attend approximately half day meeting every quarter (calendar year)
- Monitor the external operating environment and advise the Fund Manager of any changes in risk to the Fund, as well as any emerging opportunities for engagement for wider change
- Review the grantee portfolio and provide advice on opportunities or shifts required to assist the Fund to fulfil its intention
- In consultation with the Fund Manager, promote and facilitate linkages between the Fund and the wider women's movement as well as with the private sector, particularly women owned or focused enterprises
- Assist the Fund to develop relationships important with the proposed Fund localisation such as with potential philanthropists or corporate social responsibility initiatives
- Review and provide strategic input into key processes of the Fund as required
- Assist Fund Management² to reflect on the Fund's adherence to its key principles and whether the Fund is sufficiently accessible to and accessed for the benefit of women in rural and remote areas, women with disability, LGBTQI groups, and other marginalised women's groups
- Provide input to the Fund's communication strategy

Structure and Operations

Structure

The Steering Committee will comprise representatives from DFAT, the *Pacific Women* Support Unit, the Ministry of Women, Children and Poverty Alleviation's Department of Women, at least three representatives of the women's movement or women's civil society organisations and a private sector representative who have a common vision to support gender equality in Fiji.

A representative of another women's fund may join the Steering Committee to assist and guide the localisation process.

Process for Nomination of Chair and Co-Chair

The process for the appointment of the Committee Chair and Co-Chair will involve nominations from the Steering Committee followed by a voting process. Steering Committee members will be invited to either self-nominate or nominate another member. Nominations are submitted to the Fund Manager

² Fund Management comprises the Fund team (Fund Manager and personnel), DFAT, the *Pacific Women* Support Unit and including the Steering Committee

electronically and the Fund Manager leads the voting process. After the voting process, the Fund Manager tallies the votes and updates the Committee.

The role of Chair and Co-Chair will be rotated amongst members on an annual basis. The tenure of Chair and Co-Chair is on an annual term and corresponds with the Fund's financial year that is 1 July to 30 June.

Tenure

The tenure for members is three years. Individual Committee members will undertake an informal annual self-assessment of their capacity to continue membership for the next year. Members cannot delegate meeting attendance or other Steering Committee business to other persons.

Informal Annual Self-Assessment

Individual Committee members will undertake an informal annual self-assessment of their capacity to continue membership for the next year. The Fund Manager facilitates the informal annual self-assessment by sending the Committee members standard questions such as the following:

- From your perspective, do you feel that your contribution to the Fund has been valuable? If Yes, can you elaborate. If No, do you have any suggestions on how the Fund can enhance your contribution?
- Are you keen to continue your term on the Steering Committee? Yes, or No

The Fund Manager provides an overview of the self-assessment to the Steering Committee. Membership of the Steering Committee will be formally reviewed for all members after three years. The Fund Manager will reach out to members of the Steering Committee whose terms are coming to an end. In particular, the Fund Manager seeks the Committee member's opinion on whether they wish to remain on the Committee or if they wish to end their tenure. Based on the composition of the Committee, the Fund Manager can recommend that the process for replacement members be carried out.

Process for Selecting New Steering Committee members

Replacement of Steering Committee members will be found through an Expression of Interest (EOI) process. The Fund Manager and DFAT counterpart reviews all the applications and submits their recommendation to the Steering Committee. The Steering Committee then makes the appointment of members via a collective decision-making process.

Orientation & Exit Interview

The Fund Manager is responsible for undertaking the Committee member's orientation and exit interview. The purpose of the orientation is to provide the Committee member background information about the Fund such as key strategies, grants mechanism, capacity development support for grantees, governance mechanisms, annual workplan and other key information.

The purpose of the exit interview is to garner feedback from the Committee member on their experience, document achievements and challenges from their perspective and to outline suggestions for the Fund in strengthening the Fund's governance mechanism.

Meeting procedures

The Steering Committee will meet at a minimum, four times a year. Between meetings, the Committee may correspond via email.

The Fiji Women's Fund team will provide Secretariat functions including logistical arrangements, minute taking and other relevant communications.

Advice of the meeting, venue and relevant logistics will be communicated to each member four weeks prior to the meeting. An agenda and relevant documentation will be sent to all members approximately 10 days prior to the meeting.



Minutes of meetings will be sent to members within 14 days of the meeting. A quorum of four members (60%) will be required to hold the meeting.

Expenses

The Fund will meet costs associated with the Steering Committee meetings (including travel and accommodation if required). Committee members will not be paid a sitting fee.

Information for the Steering Committee

The Secretariat³ will provide background information and relevant reports and documents as required by the Committee. The Steering Committee will be provided with relevant contact details of the Fiji Women's Fund team.

³ Secretariat functions will be performed by the Fund team