

The Robert Carr Fund seeks nominations for a Vice Chair of the International Steering Committee

Introduction

The Robert Carr Fund (RCF) is the world's leading international fund focused on funding regional and global networks led by and involving and serving inadequately served populations (ISPs).

As a cooperative effort of donors and civil society, the Robert Carr Fund is structured to maximize participation, empowerment, equity, transparency and accountability in our fundraising and grant making.

The Robert Carr Fund works to mobilize and deliver core and strategic funding for regional and global networks to achieve four outcomes:

- Protecting and promoting human rights
- Improving access to HIV services
- Mobilizing and monitoring national and international funding for human rights and health
- Building capacity of civil society and community networks

Our goal: Improved health, inclusion and well-being for inadequately served populations (ISPs)

RCF has three bodies: the International Steering Committee (ISC), the Program Advisory Panel (PAP) and the Fund Management Agent (FMA) of which the RCF Secretariat is a distinct part. In addition to implementing the work of the Fund, the FMA/RCF Secretariat provides logistic and administrative support to the ISC and the PAP.

The Robert Carr Fund is seeking to select a new Vice Chair to replace the outgoing Vice Chair of the International Steering Committee.

International Steering Committee

The [International Steering Committee](#) is the overall and final decision-making body, which means that ultimately the ISC is responsible for the Fund. The ISC sets strategic directions, instructs the Fund Management Agent (FMA), makes funding decisions and undertakes the other responsibilities outlined in the Governance Charter. The ISC consists of eight or ten members, an external Chair and an external Vice-Chair. The members of the ISC are representatives from both civil society and donors. There is an equal number of seats for civil society members and donors. The ISC may have non-voting (ex-officio) members, who act as observers.

Role and responsibilities of the Chair and Vice-Chair

The Chair and Vice-Chair shall be independent of donor and civil society affiliations. As representative of the ISC as a whole, the Chair and Vice-Chair work with the FMA and the Program Advisory Panel (PAP) to achieve the strategic vision of the Fund, providing broad guidance. The general tasks of the ISC are described in the [RCF Governance Charter, paragraph 2.1.2.](#)

1. Guide the ISC and its members in its responsibilities;
2. Act as the Chair of meetings and teleconferences of the ISC. The Chair may call upon the Vice-Chair to share the work. The Chair will make sure that members bring their unique perspectives to the table and that policies such as the Conflict of Interest are adhered to;

3. Ensure adequate time and procedures for informed discussion, consideration and voting on agenda items and decisions of the ISC, including reaching clear decisions and overseeing a vote if consensus is not reached;
4. Guide decision-making of the ISC in line with paragraph 2.1.5 of the Governance Charter.
5. Facilitate the conversation between the ISC and the PAP and the ISC and the FMA;
6. Act as spokespeople for the ISC to advocate, promote and raise funds for the RCF and its mission;
7. Maintain effective communication and engagement with stakeholders such as partners, donors, implementers and the media to ensure the ISC understands and addresses the issues and concerns of its wide and diverse range of stakeholders.

Profile

The following competencies of the ISC Chair and Vice-Chair are collectively required:

1. Having good knowledge regarding the global response to HIV and HIV organizations or networks;
2. Experience chairing or leading decision-making bodies comprised of diverse stakeholders in either the public, civil society, or private sector and able to build and maintain the trust of all constituencies;
3. Experience and skill in organizing and facilitating discussions, building consensus, and mediating disputes among diverse stakeholders;
4. Experience with strategic planning, implementation and problem-solving;
5. Knowledge of the RCF's purpose, governance structure and strategy;
6. Leadership experience in a governance or management capacity for entities from either the public, civil society, or private sector;
7. Experience and skill in reading financial statements, budgets and reports to analyze and assess the implications of such documents;
8. Experience conducting risk assessments and developing mitigation strategies in either the public, civil society, or private sector;
9. Expertise in some or all of the following areas: advocacy, public health, international finance, international development, diplomacy, negotiations and fundraising;
10. Able to demonstrate discretion and professional ethics with respect to private and confidential matters;
11. Able to communicate clearly, concisely and persuasively and listen attentively and respectfully to other stakeholder views;
12. Able to act, think and speak with conviction and confidence; and
13. Fluent in written and spoken English (with additional languages beneficial).

Selection and term

The ISC encourages gender balance between the Chair and Vice-Chair who will be appointed by the ISC. The minimum term will be two years, with three consecutive terms as a maximum, or until the appointment of their respective successor. The term for Chair and Vice-Chair will be two years for each role. After two years as Vice Chair, s/he shall become the Chair for one term. A usual term would be two years as chair and two as vice-chair. In exceptional circumstances, or for continuity, the roles could be extended, with a total of 6 years not to be exceeded. Once appointed, the Chair and Vice-Chair act in the best interest of the RCF as a whole. Specifically, he/she must not represent any

particular bloc, constituency, or other stakeholder. Both Chair and Vice-Chair can be elected for a second term.

Time commitment and reimbursement

In order to fulfill the role of Chair and Vice-Chair adequately and give the necessary feedback, the time requirement is estimated at 13 days a year in surplus of the usual International Steering Committee members engagement of 7 days. The Chair and Vice-Chair should therefore be prepared and able to dedicate approximately twenty days per year to RCF activities. ISC Chair and Vice-Chair will not be remunerated for their service on the ISC, but the costs for virtual and face-to-face meetings and other meetings related to the function will be covered by the budget of the RCF. They may renounce the compensation for travel and hotel expenses related to meetings on behalf of the RCF.

Conflicts of Interest

The Chair and the Vice-Chair must adhere to the Conflict of Interest policy. The Chair and Vice-Chair of the ISC must be individuals who will have no direct financial benefit from funding decisions made by the RCF and who are able to be fully transparent about any potential or perceived conflicts of interest. Candidates for the role of Chair and Vice-Chair should indicate to the ISC if they foresee a possible or perceived conflict of interest related to their professional or personal relationship with an RCF donor, grantee, FMA, a member of the PAP or a member of the ISC. If the ISC concludes that there is a conflict of interest, the candidate will be excluded from the election process.

Selection process and timeline

Interested individuals who fit the profile above should send a CV and short motivation letter or email outlining their motivation, fit to the profile and contact details of 2 referees to secretariat@robertcarrfund.org by **Monday 10th April 10 am CET**. Candidates should be aware that a face to face meeting of the ISC will be held on **June 12 – 14 in Amsterdam**, the successful candidate will be expected to attend.

Timeline for selection

April 10th : deadline for applications

April 25th: shortlisting by the governance and fundraising subcommittee of the ISC

May 1st – May 5th: interview with ISC representatives, reference check

May 9th: selection completed