**TERM OF REFERENCE**

The Membership & Volunteer Development Advisory Committee (M&VDAC) shall have the following responsibilities and duties;

1. Help Clarify Governing Body Roles and Responsibilities
2. Review the governing body roles and areas of responsibility and what is expected from individual members.
3. Assist the governing body to periodically review areas of focus for advocacy and Resource mobilization and recommend suggestion
4. Review membership list for diversity and share suggestions with BOG.
5. Review requisite expansion of membership base and share suggestions with BOG.
6. **Pay attention to governing body composition**
7. Review the current and anticipated needs related to governing body composition, determining the knowledge, attributes, skills, abilities, influence and access to resources the governing body will need to consider to accomplish its future work and make recommendations to BOG.
8. Identify potential governing body member candidates and explore their interest and availability for service.
9. **Encourage Governing Body Development**
10. Design and oversee a process of volunteers’ orientation, sharing information needed during the early years of service.
11. Design and implement an ongoing programme of volunteers’ information, education, and team building
12. Assess Governing Body Effectiveness

Initiate periodic assessment of the governing body’s performance and propose, as appropriate, changes in board structure and operations.

1. Regularly review the governing body’s / volunteers practices regarding member participation, conflict of interest and confidentiality.
2. The M&VDAC shall recommend the enrolment of ordinary members of Regional Council.
3. The M&VDAC shall recommend the enrollment of the members of Board of Governance (internal and external) in accordance with agreed clear guidelines including succession plan.
4. Report to the Board of Governance on annual basis or as required regarding all matters pertaining to the Rahnuma-FPAP membership.
5. The chair of the M&VDAC makes an annual update to the Board of Governance upon matters pertaining to the membership and advisory committee during Board of Governance meetings.
6. The M&VDAC shall assist in developing and implementing a progress plan to ensure the effectiveness of the Board of Governance and its committees.
7. To ensure that a Board of Governance member’s term shall be staggered in order to maintain continuity of organizational knowledge and expertise.