PACIFIC ISLAND HIV AND STI RESPONSE FUND 2009 - 2013

FUND COMMITTEE

ROLES AND RESPONSIBILITIES OF THE CHAIRPERSON

Purpose

The Chairperson will be responsible for providing leadership and facilitation for the Pacific Island HIV and STI Response Fund Committee ('Fund Committee'), and act as spokesperson for the Fund Committee.

This Fund Committee will oversee, on behalf of donors and Pacific Island stakeholders, the effectiveness of implementation financed from the Pacific Island HIV and STI Response Fund and the effectiveness of the Response Fund mechanisms. This Response Fund will be managed by the Secretariat of the Pacific Community (SPC) who will also provide a secretariat function for the Fund Committee.

The Fund Committee will be responsible for setting policy for the Response Fund and for developing the operating procedures for the Fund Committee that enables it to efficiently fulfill its role.

Roles and responsibilities

The Chairperson will initially facilitate a process, in consultation with the SPC, Pacific Island stakeholders and donors to appoint Fund Committee Members

The Chairperson's role is to provide leadership and facilitation to the Fund Committee and ensure the Fund Committee's processes and actions are consistent with its policies. The Chairperson also acts as a spokesperson for the Fund Committee and will be required to advocate to progress the activities for which the Fund Committee is responsible.

To fulfill the role, the Chairperson's responsibilities will be to:

- Facilitate the development of Response Fund governance policies and procedures with other Fund Committee members. These policies will require review from time to time. The Chairperson is not mandated to unilaterally change Fund Committee policy or decisions

- Facilitate meetings to ensure that:
    - the content is confined to those issues that are the responsibility of the Fund Committee
    - the meeting processes are in accordance with the Fund Committee's governance policies

- Interpret Fund Committee policies and procedures. If at any time such interpretation is unclear, the Chairperson should ensure that any such interpretation accords with both the stated intent (if any) and spirit of the policy, and if possible, consult with members of the Fund Committee regarding their opinion on possible interpretations

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- Meet and communicate regularly with the SPC for exchanges of information. The Chairperson will not use such meetings or communications to:
    - direct SPC to act in any way contrary to the Fund Committee's policies or decisions
    - inhibit the free flow of information from SPC to the Fund Committee, as necessary for good governance

- Delegate to other members of the Fund Committee or SPC any aspect of the Chairperson's role and responsibilities. However, the Chairperson remains accountable for such roles and responsibilities

- Represent the Fund Committee to outside parties, including donors, the Pacific Island Forum Secretariat and Forum Leaders and Global Fund, ensuring such representations are in keeping with the Committee's policies, and the spirit of good governance

- Report to the Fund Committee on relevant events and communications that occur in the period between meetings

Essential skills, knowledge and experience

- Demonstrated leadership role within a Pacific context
- Experience in chairing and facilitating meetings and participatory processes
- Knowledge of good governance practices including financial accountability and probity issues

Desirable

- Knowledge and understanding of HIV and /or related health issues in the Pacific

Hours of work and remuneration

The Chairperson will be appointed initially for a three year term with a review after 18 months. The maximum number of days to be worked in any year is expected to be 30days. The Chairperson will be contracted by AusAID.

The Chairperson will receive payment based on number of days worked. The daily rate will be subject to negotiation based on skills and experience. Travel and accommodation expenses will be met.

Meetings

The Fund Committee will meet twice per year. The Chairperson will be required to meet more regularly to liaise with Fund Committee Secretariat to prepare meeting agenda, exchange information and discuss any other business may need to be carried out between meetings.

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