



## ChildFund Alliance CEO Forum Charter

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### **Preamble:**

The CEO Forum is the strategic leadership team of ChildFund Alliance, working with the Secretariat to ensure implementation of the ChildFund Alliance Strategic Plan. It provides direction and oversight to the various working groups to assist the implementation of this plan. The CEO Forum also facilitates collaboration between members and serves as the vehicle for a systematic exchange amongst members for learning. This Charter sets out the composition, responsibilities and associated procedures relating to the CEO Forum.

### **1. CEO Forum Membership**

- a) Each member of ChildFund Alliance shall be represented by its CEO at the CEO Forum.
- b) The ChildFund Alliance Secretary General is a member of the CEO Forum and has all the powers and responsibilities of any other CEO in this group.

### **2. CEO Representation at Forums**

Full attendance at CEO Forums by each CEO is strongly preferred.

- a) Substitutions will only be allowed as follows:
  - i. The CEO or the Board of Directors of the member organization designate an individual to represent them at the CEO Forum.
  - ii. The individual representing a member organization is a current employee of the member organization they represent.
  - iii. The individual representative is fully briefed on the CEO Forum, has access to and has read the background documents in preparation for the meeting.
  - iv. The individual representative is authorized to make decisions on behalf of the member organization while participating in the CEO Forum.
  - v. The Secretary General is notified at least 5 working days in advance of the CEO Forum of any substitutions.
- b) The Chairman of the ChildFund Alliance Board may attend CEO Forums at any time.
- c) Others may attend upon invitation approved by the Co-Chairs, and these will be observers.
- d) Each attendee will meet the costs of their attendance. Where practicable, costs will be equalized.

### **3. CEO Forum Responsibilities**

- a) Each CEO Forum member has the primary responsibility to successfully manage and lead his or her own organization. As members of the CEO Forum, all members are committed to working in good faith to balance this priority with the responsibility to also support the work of ChildFund Alliance and to advance the agenda of the CEO Forum.
- b) The CEO Forum will work with and support the ChildFund Alliance Secretary General as follows:
  - i) Provide leadership in the development and implementation of the ChildFund Alliance Strategic

Plan.

- ii) Create working groups in order to execute the ChildFund Alliance Strategic Plan and to facilitate/strengthen collaboration between ChildFund Alliance member organizations. These groups will be provided with Terms of Reference (TORS) which may be updated according to the tasks required.
  - iii) Periodically review the ChildFund Alliance Strategic Plan, and make recommendations to the Board for modifications, as required.
- c) The CEO Forum will also facilitate member cooperation by:
- Serve as a vehicle to foster collaboration among members to achieve specific outcomes.
  - i) Providing an opportunity for CEOs to share ideas, information and learning, and establish an environment that encourages bilateral and multilateral cooperation within ChildFund Alliance.

#### **4. CEO Forum Meetings**

The CEO Forum shall meet throughout the year both virtually and physically with a minimum meeting cycle:

- a) As part of the annual meeting, (usually each May), held concurrent to the ChildFund Alliance Board meeting;
- b) A second meeting (usually each November) preferably in a permanent location in order to minimize overall cost and travel time.

Members will have input into the agenda, with the objective of focusing on a few key strategic items for discussion. These items are to be forwarded to the Co-Chairs at least three weeks prior to the meeting.

- a) The final agenda and information pack will be circulated at least two weeks prior to the meeting.
- b) The opening of each meeting will begin with a reference to the ChildFund Alliance Value Proposition, and what is meant by “The Principles of Working Together as One”
- c) The proceedings of all meetings will be recorded as action points and conclusions, with a report made to the Board. All documentation related to the CEO Forum, included minutes are posted on the Members Only site of the ChildFund Alliance website.
- d) All members are encouraged to host a CEO Forum on a rotational basis, where possible.

#### **5. Voting**

- a) The CEO Forum will work to implement its responsibilities (as outlined in this Charter) and/or to develop recommendations (to be put to the Board) achieved through discussion, rather than employing a voting/quorum approach.
- b) The CEO Forum will look to consensus decision-making – whereby 75% of members agree, while the remainder can work with and accept the recommendation proposed.
- c) Where there is a deadlock in decision making within the CEO Forum, which cannot be resolved by the Co-Chairs or a majority of members, the CEO Forum may choose to put the issue to the Board for a decision; and that decision will be binding on the CEO Forum.
- d) When communicating recommendations and decisions to the Board, the CEO Forum will share the majority views and the minority point of view.

## **6. Role of the CEO Forum Co-Chairs**

The CEO Forum has two Co-Chairs. The Secretary General of the ChildFund Alliance is a permanent Co-Chair, while the second co-chair will be elected by majority decision of the CEO Forum for a two-year term. These two co-chairs have the following responsibilities:

- a) Providing leadership to the CEO Forum;
- b) Ensuring the efficient organization and conduct of the CEO Forum;
- c) Facilitating CEO Forum discussions to ensure that core issues facing ChildFund Alliance are addressed;
- d) Briefing the Board in relation to recommendations and issues arising at CEO Forum meetings;
- e) Facilitating the effective contribution and on-going involvement of all members; and
- f) Promoting consultative and respectful relations between members and between the Board and management.

## **7. Review and Publication of Charter**

- a) The CEO Forum will review this Charter at its annual meeting every two years to ensure that it remains consistent with the CEO Forum's objectives and responsibilities.
- b) The Charter will be made available to any stakeholder of ChildFund Alliance upon request.
- c) The CEO Forum will conduct its affairs consistent with bylaws, standards and regulations under which ChildFund Alliance operates.

Revised – 28 May 2020.