

Terms of Reference of Board of Directors of Civil Society Human and Institutional Development Programme – CHIP

CHIP has been incorporated as a public company limited by guarantee, without share capital, under Section 42 of the Companies Ordinance, 1984, and has been allowed by the Securities and Exchange Commission of Pakistan (SECP) to regulate the licensing and conduct business of non-profit nature with special tax exemptions. The board of directors comprises six members, who have been nominated on the basis of their expertise in policy-making, and repute they possess with respect to the services they render in their constituency and area of expertise. The board is entrusted with the following responsibilities.

Strategic Visioning

1. Extend strategic visioning and lead the process of strategic planning of the organisation according to the changing external context.
2. Participate in the organizational impact evaluations exercises as and when required.

Programme Support

3. Ensure, all programme are implemented according to the approved organizational strategic plan.
4. Extend technical guidance as and when required for strengthening programmes.

Policies

5. Review and approve all types of organizational policies and procedures such as 'Programme, HR, Finance, Admin, Procurement, Gender and Harassment etc.
6. Ensure policy compliance through occasional checks and balances.
7. Extend specific support for any gender and harassment related matters as and when need occurs.

Chief Executive

8. Recruit Chief Executive Officer according to a laid down merit based system.
9. Monitor performance of the Chief Executive Officer according to a laid down performance management system.
10. Extend professional and moral support to Chief Executive Officer on a regular basis to facilitate a process for furthering the organizational vision and mission.

Planning and Controls

11. Ensure protection of assets with intensive audits checks and balances.
12. Set financial approvals as and when required for the disposal of key assets.
13. Review and approval annual organizational budgets.
14. Become part of the internal audit committee to ensure internal audits are done on a regular basis.

Image Building and Resource Mobilization

15. Actively work for the image building of the organisation especially with potential donors and government stakeholders.
16. Actively contribute to the resource mobilization for furthering the objectives of the organisation.

Governance System

17. Ensure legal compliance according to the registration act, any emerging laws and approved statute of the organisation.
18. Recruit competent team of board members and ensure their effective induction and performance assessment.