

## Terms of Reference GNP+ Governance Support Officer

### Rationale

The Global Network of People Living with HIV ([www.gnpplus.net](http://www.gnpplus.net)) is governed by a Board of Directors. As Board members serve on a voluntary basis, the Board often requires assistance in managing its governance business. In the past, GNP+ staff provided governance support to the Board. However, to ensure a clear distinction between different governance bodies (such as Board, Leadership Group and Secretariat as an extension of the Executive Director, ex-officio member of the Board), it is essential that independent governance support is provided from outside of the Secretariat.

### Job description

The Governance Support Officer consultant will be responsible for providing logistical support (*in English*) for the GNP+ Board and Board members on matters related to GNP+'s governance. More specifically, the Governance Support Officer will:

- 1. Prepare GNP+'s governance calendar**
  - a. Assist GNP+'s Board Chair in identifying important governance events
  - b. Organize the events into a governance calendar
  - c. Disseminate the governance calendar to relevant parties (Board members, Executive Directors, Secretariat staff, etc)
- 2. Support in governance events**
  - a. Confirm dates of governance events and availability of Board members
  - b. Work with the GNP+'s Office Manager and Finance Officer to manage flights, accommodations, and meeting logistics etc.
  - c. Provide logistical support during governance meetings, such as documenting events, taking minutes of meetings, or organizing rapporteuring services
- 3. Support the Leadership Group in their events**
  - a. Identify and confirm dates of Leadership calls, including
    - i. Leadership Group calls
    - ii. Leadership Group calls with the GNP+'s Executive Director
    - iii. Any other calls that involve the Leadership Group
  - b. Provide logistical support to Leadership Group events, such as documenting events, taking minutes of meetings, or organizing rapporteuring services
- 4. Record and organize Board decision points**
  - a. Document Board decision points that have been passed through official Board processes according to GNP+'s bylaws
  - b. Organizing and filing decision points
- 5. Manage Board documents**
  - a. Securely collect and properly store Board-related documents in GNP+'s file storage system
  - b. Make sure that the file and file system is properly organized and updated
- 6. Attend some of GNP+'s Secretariat staff meetings to properly plan governance events**

Essentially, The Governance Support Officer will be fully responsible for the following items:

1. The logistical-management success of Board-related events, including Board meetings, webinars and Leadership Group events
2. The security, safety and ease-of-use of our documentation system for all governance-related items.

### Reporting, Supervision and Termination of Contract

This consultant contract is managed by the GNP+ Secretariat. The recruitment, performance appraisal and termination of contract for the Governance Support Officer will be decided by the Executive Director. The Governance Support Officer will be managed by the Executive Director.

The Governance Support Office will not have an official role in communicating Board Decisions to the Secretariat or vice versa. From time to time, the GNP+ Secretariat will ask the Governance Support Officer to attend Secretariat Staff Meetings to update them on governance support related logistics, or to receive a general update from the Secretariat. However, it is important to note that the Governance Support Officer does not have any responsibility to communicate to and between governance bodies and the Secretariat.

### Time

The work supporting GNP+'s governance will be dynamic (during some periods, workload will be higher than usual) as such, the Governance Support officer will be expected to allocate a minimum of 3 full working days a month for this role.

### Confidentiality

The Governance Support Officer is required to sign a Non-Disclosure Agreement to ensure the safety and security of information shared by the GNP+ Board or during governance-related events.

### Base Location

Ideally, the Governance Support Officer should be based in Amsterdam or the Netherlands. However we will consider remote applications, as long as they can make an added-value case in their cover letter for their ability to perform this role remotely. These added values are, for example, demonstrated understanding of organizational-related Dutch law, prior experience supporting other NGO-related governance processes remotely, etc.

### To Apply

Please send a cover letter, references and resume to Coco Jervis at [CJervis@gnpplus.net](mailto:CJervis@gnpplus.net) before **22 March 2019 at 23:59 CET (Amsterdam Time)**. People living with HIV are **STRONGLY** encouraged to apply.

*GNP+ is committed to maintaining a non-discriminatory work environment that values diversity and inclusion and does not discriminate against any employee or candidate for employment on the basis of race, color, religion, sex, national origin, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression.*