

## HOPE'87-COUNTRY OFFICE (CO) ADVISORY BOARD GUIDELINES

### 1. PURPOSE

The Advisory Board provides ongoing guidance to the CO on issues of strategy, management, legal matters, process, and conflict resolution.

The CO Advisory Board is designed to provide thoughtful and strategic advice to the HOPE'87 Country Representative (CR). The Advisory Board helps to ensure that the CO remains true to its mission and supports strategic decisions for its development.

The point of contact between the CO and the CO Advisory Board is via the HOPE'87 Country Representative.

### 2. PRIMARY FUNCTIONS OF THE CO ADVISORY BOARD are to:

- advise on the overall strategy and direction of the CO, particularly in terms of issues such as the external image of the CO, positioning of the CO in the frame of the National Development Strategy of the Government, cooperation with UN and international agencies and other questions of strategic importance and direction that may arise
- advise the CO regarding the development, amendment, and review of the national HOPE'87 country strategy
- assist the internal workings of the CO by supporting the CR in setting operational guidelines, strategies, work plans, budgets and monitoring/evaluation frameworks.
- assist the CR in assessing the different types of risks to which the organization is exposed
- represent the CO in the larger community and help establish and develop the CO's position within networks of practice, locally and nationally. In this function the Advisory Board may be asked by the CR to coordinate with outside agencies, as well as advocate for the CO, and mobilize resources
- provide appropriate and constructive challenges to the assumptions and operating routines of the CO
- advise on fund raising activities, including identifying opportunities especially those most relevant to the focus areas of the CO.

### 3. SELECTION OF THE ADVISORY BOARD MEMBERS

Members of the Advisory Board serve in their individual capacity for a fixed term of years to be decided, with the possibility of renewal for a second term, upon invitation by the Country Representative.

The Advisory Board shall consist of at least three members up to a maximum of 12. The Chair of the Board will be elected by the Members in democratic vote.

The Board should be diverse in terms of gender, sectors and public and private ownership. The Members of the Advisory Board solemnly guarantee to protect the interests of the HOPE'87-Bangladesh Country Office and to undertake all measures to support and to foster the design and implementation of development programs and humanitarian aid activities.

#### 4. MEETINGS OF THE ADVISORY BOARD

The Advisory Board shall meet at least twice a year. Additional meetings may be called for by the CR or at least two Members of the Advisory Board. The CR shall attend the meetings of the Advisory Board. The CO shall organise the meetings, prepare an agenda for the meeting as well as prepare and send out the minutes of meeting.

#### 5. TERMINATION OF MEMBERSHIP IN THE ADVISORY BOARD

The membership in the Advisory Board shall end at the designated end of term, unless renewed by the Advisory Board.

The Advisory Board may terminate, with simple majority, an Advisory Board Member's term of office for misconduct.