

2016

THE HUMSAFAR TRUST- EXECUTIVE COMMITTEE

TERMS OF REFERENCE



Background :

The Humsafar Trust was set up in April 1994 to reach out to gay communities in Mumbai Metro and surrounding areas. After much networking and advocacy with the Mumbai Municipal Corporation for over a year and a half it became Mumbai's the first openly Gay Community Based Organisation to be allotted space in a city government building. The Trust began its activities by inviting gay men and lesbian women to attend its workshops on Fridays at its drop in centre in Santacruz. The Friday workshops addressed various issues like coming out to self and family, dealing with relationships, dealing with legal issues of gay men, tackling problems with cheaters and hustlers, health and human rights related issues. In 1998 the Humsafar Trust (HST) had its first grant from the Directorate of Health Services in Mumbai to do a sex mapping study in Mumbai. The small grant of Rs.57,000/- was utilized to mobilize community members from all over the city and sex mapping of over 100 sites was completed in less than six months. Humsafar Trust currently runs HIV intervention programs for Men who have sex with men (MSM) and transgender community across Mumbai district. Additionally, Humsafar Trust has an in-house clinic to provide HIV and mental health related services for LGBT community. Humsafar trust has been providing technical support to other community based organizations to strengthen their organizational and service delivery capacities both nationally and across South Asia. Community based research at Humsafar continues to inform the programmatic and policy decisions for the organization.

Rationale:

The Executive Committee (EC) is an internal advisory and monitoring committee constituted by the Board of the Trust. Humsafar Trust has grown over the past two decades and now manages several projects through its four major components- Health, Capacity Building, Advocacy and Research.

Over the past decade, HST has been funded by various National and International funding agencies through which HST has been able to strengthen its in-house capacities and also have become a technical hub in building capacities for many smaller community based organizations across India.

One of the core values of Humsafar Trust remains involvement of community to strengthen the organizational work and sustain most of its activities. Humsafar Trust already has set up several in-house committees such as Project management unit (PMU), Procurement Committee, Crisis Committee, Advocacy Committee and others which remain largely confined to project related activities.

There was a growing need felt by the board members for an Executive Committee that could help in gathering voices from the community about their issues and needs, to help the management to design appropriate policies and projects depending on the needs of the community in mind. The EC members would engage not only with the community members but also with the project staff to understand their perspectives and also undertake a rapid assessment to strengthen the ongoing projects at HST.

The members of the EC would be mentored by the management to strengthen the second line and third line leadership within the organization.

I. COMPOSITION

- a. The Executive Committee (EC) would be consisting of 7 executive members, preferably from LGBT community and/or LGBT friendly persons appointed by the Board of Trustees.
- b. Of the total 7 EC members, three would be employees of the organization, while others would be independent members of repute from various backgrounds.
- c. The committee will have representations from LGBT community and PLHIV persons.
- d. All the members must possess adequate qualifications and / or experience (5 years of work experience on LGBT related issues).
- e. The various codes and policies of the Humsafar Trust like code of conduct, ethical standards and Child Protection policy etc. are applicable to the EC members.
- f. The Committee will be headed by a Chair who would act as a link between the Board of Trustees and Executive Committee members. The Chairperson of the Board shall appoint the Chair of the Committee.

II. ROLES and RESPONSIBILITIES OF Executive Committee

- a. The roles and responsibilities of the EC encompass providing strategic planning support and policy oversight to ensure focus and direction of programs and services.
- b. EC shall act as an advisory body and provide support and guidance to The Humsafar Trust board on a regular basis.
- c. EC shall act as a vigilant body and work towards the interest of organizational vision, mission and theory of change statement. .
- d. EC shall oversee the functioning of the projects implemented at the Humsafar Trust and seek comments/inputs from the community members to strengthen the organizational activities.
- e. EC members will meet with Program Manager / Directors of each unit before the EC meeting and give updates to the EC members at the meeting
- f. EC Chair shall present the discussions and decisions taken at the EC meeting at the board meetings.

III. SESSIONS

- a. Executive Committee shall meet four times in a year, ideally a week before the board meeting is scheduled.
- b. In case of emergencies like critical threat to the community or the organization, suspension of the grants, crisis related to personnel or serious moral transgression by the people working in the organization (such as rape, child sexual abuse, trafficking and blackmailing/ extortion etc.), atrocity on a community member, a meeting can be organized in person, via skype, or conference call as per the need.
- c. EC can also be approached to act as arbitrators during crisis and disciplinary issues emerging in the organization.
- d. EC meeting can be convened as an extraordinary session if the Chair deems it necessary or if at least four of its members request for a meeting.
- e. EC meeting shall be held preferably at The Humsafar Trust office premises, or any other place mutually convenient to all.

IV. CHAIRMANSHIP

- a. The Executive Committee shall be presided by a Chair.
- b. The Chair may nominate a Vice Chair in consultation with the team and the Governing Board members for the EC in case of the former's absence, or in case of resignation of the Chair for an interim period.
- c. The Chair shall direct the work of the committee, ensure respect for the rules, and invite members to discuss and debate and ensure that decisions are taken with consensus. In case of no consensus, the matter shall be put to vote and decision will be taken by a majority of the members present and voting.

V. AGENDA

- a. The provisional agenda of each meeting shall be determined by the Chair in consultation with the team members and the governing body members. It shall be communicated to the members of the Committee at least a week before the meeting.
- b. Any member of the Executive Committee may request the inclusion of supplementary items in the agenda.

VI. QUORUM

- a. The Quorum for the Executive Committee meetings will be 4 members.
- b. Members who are not able to attend the meetings of the EC shall communicate to the Chair in written stating the reasons for their absence.

VII. MEMBERSHIP

- a. The first ever members of EC will be identified and selected by the Humsafar Trust board.
- b. The Executive Committee members shall serve a term of two years, renewable one more term and no EC member shall exceed two terms. The subsequent members will be selected by the EC based on the nominations made by the outgoing / existing members.
- c. If a member of the Executive Committee resigns or ceases to be a member of the committee, the Executive Chair shall appoint a substitute in consultation with the other EC members and Board of trustees.

VIII. DOCUMENTATION

- a. The Chair with the help of the team members shall receive and/or prepare all documents necessary for the deliberations of the Committee and shall distribute them to its members before the meeting.
- b. The minutes of the meeting shall be prepared within two days of the meeting and vetted by all the team members so that the same can be presented to the Humsafar trust governing board members.

IX. ADOPTION AND AMENDMENT OF THE RULES

- a. The Committee shall adopt and amend its rules by building consensus amongst EC members, in case a unanimous decisions cannot be arrived at, voting process shall be adopted.
- b. Each EC member will have a single vote.
- c. Proposals to amend the rules of the Executive Committee must be formulated in writing and sent to the Chair at least two months before the next meeting of the Committee.
- d. The Chair shall immediately communicate such proposals, as well as any proposals for sub-amendments, to the members of the Committee.
- e. Any sub-amendments discussed and finalised in the Executive needs to be ratified by the Humsafar Trust governing board.

X. ACCESS TO DOCUMENTS

- a. In case, the Executive Committee needs to have access to any of the organizational documents, then the EC need to write a request letter / mail to the Chair/ CEO giving specific reasons for the access of the same.

XI. RESOURCES

- a. The Executive Committee shall be provided with administrative and secretarial support from The Humsafar Trust and when required.
- b. Only Travel costs shall be covered by The Humsafar Trust for each member to attend the meetings of Executive Committee.

XII. ROLE OF OBSERVERS

- a. Observers may be invited by the Chair-EC to address the Executive meeting and seek their input as and when required.
- b. Apart from being invites, up to a maximum of two members of The Humsafar Governing Board can also attend the EC meetings as observers. However the team needs to be notified prior to the meetings so that necessary arrangements can be made.
- c. Observers will not enjoy the right of reply or the right to raise points of order.
- d. Observers will not enjoy voting rights and the right to present their views on the topic being discussed.