

DCVMN International (DCVMN) appoints at least five volunteers to its Donors' Advisory Committee (DAC), to advise and oversee the implementation of agreed work plans. The Advisory Committee members act on a voluntary basis and report to the DCVMN Executive Committee/Board of Directors.

## **ROLES**

The DAC advises the Executive Committee, primarily, through interaction with the DCVMN Secretariat. They provide input into the strategic and operational matters of DCVMN International.

Advisors would normally be active participants in local, national and regional industry-related activities as part of their employment at member or partner organizations. Each Advisor provides value by:

- bringing their expertise, knowledge and perspectives on matters within their specialities and regions, and
- engaging actively with DCVMN strategic and operational matters.

## **DUTIES / RESPONSIBILITIES**

Advisors serve the interests of DCVMN and its members by:

1. Applying their minds and engaging actively in DCVMN affairs, planning and decision-making.
2. Specifically, providing advice and support to the DCVMN Executive Committee and Secretariat.
3. Preparing for, attending and actively participating in meetings of the DCVMN Advisory Committee and Secretariat.
4. Decision-making and supporting for planning.
5. Responding to requests from the DCVMN Secretariat for advice or review of documentation (agendas, minutes, proposals).
6. Acting as an ambassador and advocate for DCVMN.

Advisors are expected to:

1. Interact with the DCVMN Secretariat in a prompt and responsive manner.
2. Attend quarterly meetings, which, depending on time zones, may be outside of

conventional office hours.

3. Appoint a responsible, well-briefed delegate to attend if unable to attend personally.
4. Prioritize availability for DCVMN meetings. Meetings are normally held online quarterly and are scheduled at least 3 weeks ahead of time.
5. Keep confidential matters private.
6. Act in a manner that enhances the profile and maintains the integrity of the organization.

Advisors who do not or cannot meet these expectations (e.g. who miss more than three consecutive meetings, do not prepare for meetings, or do not participate in their advisory role) may be asked to step down.

### **RECRUITMENT**

A need for additional Advisors for the DAC is communicated to member companies and partners via email or on the DCVMN website. Advisors nominated by member companies normally serve for a minimum term of two years. Advisors may be reappointed for multiple terms.

### **AGREEMENT**

DAC members are required to:

- understand and agree to fulfil the role of DAC member for DCVMN International.
- be employed by a DCVMN Member, Resource Member or Partner institution, and have no other circumstances or interests that may be perceived as inappropriate for or in conflict with this role.
- understand that they may be exposed to confidential information about DCVMN International and agree to respect the privacy and confidentiality of this information: they will not access, use or disclose any confidential information outside of their role as Advisor.



2 September 2020