PURPOSE

The Steering Committee is the executive oversight body for the Self-Care Trailblazer Group (SCTG), providing guidance, recommendations, long-term vision, policy, project prioritization and review. The Steering Committee’s role and responsibilities reflect the mandate of the SCTG.

CONSTITUTION AND MEMBERSHIP

The Steering Committee consists of a maximum of 10 members to function effectively. In its inaugural year, the membership in the Steering Committee shall be comprised of the following:

- One representative of the Secretariat
- One representative from five (5) participating member organizations that have greatly contributed to the SCTG and currently represented in the Core Group: WHO, FHI360, Jhpiego, PATH, and WRA
- One member representing CIFF and Hewlett Foundation
- One youth representative to incorporate the perspectives of young people and provide an opportunity for meaningful participation at the highest levels of SCTG’s governance
- One representative with a strong academic and research background

Effort will be made for at least one or more of the members to also provide a country lens/overlap.

Members will be invited to join the Steering Committee based on their individual capacity, outstanding skills and contribution that they will bring to the mission of the Self-Care Trailblazer Group. Although the main drivers of Steering Committee member selection will be competencies, motivation, and availability to do the required work, representation and inclusivity are essential for the SCTG’s legitimacy, with broad multi-stakeholder engagement in the activities and decision-making processes.

In the future, to accommodate the engagement of a wider range of partners, it is recommended to establish a constituency-based representation (i.e., youth, community, research/academia, etc.) in the Steering Committee that would enable broader representation and a more participatory process.

The Secretariat staff of the SCTG shall support the members of the Steering Committee to solicit for the subsequent membership of the Steering Committee with an aim to accomplish the replacement of members in compliance with the above established criteria.
CHAIRPERSONSHIP

The Steering Committee shall select a Chairperson among its members. The potential role of a chair is to:

- Lead meetings so that agendas are followed, and meetings adjourn on-time.
- Allow all members to be heard during discussions.
- Moderate discussions between members with differing points of view; and
- Be a sounding board for staff in the preparation of agendas and how to best involve the full committee in work plan tasks.

The committee shall also select a Vice Chair whose principal role is to assume the duties of the chair when the chair is not able to attend a meeting.

ROLES AND RESPONSIBILITIES

For its first year, beginning on 7 April through 31 December 2020 (i.e., Phase 1), the Steering Committee will operate on a provisional basis, with its role consisting of working in close collaboration with the Secretariat to:

- Upon consultation, provide recommendations on the current strategy of the SCTG.
- Develop a theory of change based on a shared vision of success for self-care and the SCTG, with the goal of outlining a 3-year strategy for the Self-Care Trailblazer Group by October 2020.
- Develop comprehensive, long-term donor and member engagement strategies, including for meaningful youth engagement.
- Identify champions and/or influential voices will lend themselves to the self-care agenda, whether as part of the SCTG or separately
- Set up links with related working groups, constituencies and initiatives.
- Craft a work plan, with budget, for Q1-Q4 2021 by December 2020.
- Adopt or revise its terms of references for subsequent years as necessary.

In subsequent years (i.e., Phase 2), the Steering Committee will manage, direct and coordinates implementation of SCTG activities by establishing priorities, recommending processes and making decisions, including:

- Participate in determining the SCTG’s annual work-plan, priorities and general scope of activity.
- Participate in setting an annual required budget for all SCTG approved projects and activities.
- Participate in decisions about allocation of resources for the work of the SCTG.
- Regularly review the proceedings of the SCTG in order to support its coordination and to monitor progress towards work plan goals and objectives.
- Oversee, plan and organize annual meetings of the SCTG.
- Participate in SCTG events and activities.
- Represent the SCTG within one's sphere of personal influence
- Coordinate and communicate updates with other representatives from their respective organizations who sit on other SCTG sub/working groups
- Attend SCTG meetings and participate in at least one sub/working group. At least one Steering Committee member will be the liaison to each of the SCTG sub/working groups.
- Prepare for and attend Steering Committee meetings and provide advance notice to a Co-Chair if unable to attend.
- As required, approve the establishment of sub/working groups. As necessary, identify, recruit, appoint, select, elect sub/working-group representatives.
- Ensure that SCTG members are informed of activities, have opportunities to contribute to the identification of plans and priorities, and to contribute to approved activities and projects.
- Be the official voice of the SCTG, in conjunction with other SCTG members, as needed.

**ATTENDANCE**

Participation of all committee members in meetings is important, and members should make every effort to attend each meeting. If committee members cannot attend, they should inform the planning team before the meeting is conducted. Each Steering Committee member should attempt to identify an alternate who will represent that member at any meeting for which attendance cannot be met. If a member accumulates:

- 1 unexcused absence, or
- 2 consecutive excused absences

The member in question will be contacted by the Chair to see if there are any issues with regards to that individual’s participation on the Committee. Any final action following the inquiry will be at the direction of the Steering Committee. The Steering Committee will strive to maintain the SC membership at least at eight (8) members with a representative makeup similar to the initial committee makeup.

**MEETINGS**

The inaugural meeting of the Steering Committee shall be on Tuesday 28th April 2020. Thereafter, the Steering Committee shall convene at least bi-monthly, on the first Tuesday from 10:30 AM to 11:30 AM EST.

Meetings will be conducted by teleconference. In-person meetings may be held on the margins of conferences and other high-level convenings where Steering Committee members are in attendance. The Steering Committee will also have the liberty to call for extraordinary meetings based on needs and availability of resources.
QUORUM

A minimum attendance at each meeting is needed to ensure that the different viewpoints of committee members are adequately represented. The committee has chosen to establish a quorum of simply majority of the Steering Committee members. This establishes a minimum attendance of 6 members for a valid meeting.

ALTERNATES

A specific list of committee members will be selected for the Steering Committee. These members must make a commitment to attend the meetings and gain the understanding of the issues and each other’s viewpoints needed to reach agreement on plan recommendations. However, there may be circumstances when regular members cannot attend. To address these circumstances, alternate members should be identified for some organizations and interests. The role of alternates is fully interchangeable with the regular Steering Committee member. A Steering Committee alternate can make a binding decision or vote on any issue at a meeting in which they preside as a Steering Committee representative.

DECISION-MAKING

During Phase 1, the Steering Committee will adopt a more fluid and open decision-making process based on internal dynamics. A method must be established under which decisions will be made for subsequent years (i.e., Phase 2). Two primary methods on which decisions can be based are through 1) consensus, or 2) voting. Consensus is defined as a recommendation that may not be ideal for each committee member, but every member can live with it (using the consensus continuum as a gauge). Voting is defined as “majority rules”. In either case, strong minority opinions could be recorded in meeting summaries and the committee may choose to note such opinions in their final recommendations.

RELATIONSHIP WITH SECRETARIAT AND WORKING GROUPS

The Secretariat will schedule meetings, distribute agendas, prepare information/presentations for committee meetings, write meeting summaries, and generally seek to facilitate the committee’s activities.

In Phase 2, the Secretariat, Advocacy Working Group, Technical Working Group and other potential sub-groups will report to the Steering Committee and will be required to produce an annual statement of work completed.

ACCOUNTABILITY

The Steering Committee is accountable to the Self-Care Trailblazer Group and will bring forward recommendations to them.

REVISION OF TERMS OF REFERENCE

The Steering Committee may revise its terms of references as and when necessary.