

## **PRIVATE SECTOR CONSTITUENCY BOARD MEMBER TERMS OF REFERENCE**

### **I. Introduction**

- A. The Stop TB Partnership's Coordinating Board ("Board") has a responsibility to the global tuberculosis (TB) community to build awareness, facilitate consensus on strategy, and identify key issues affecting TB. The Board also is responsible to the Stop TB Partnership Secretariat ("Secretariat") to set the strategic direction, provide oversight and guidance, and approve budgets.
- B. Working in the Stop TB Partnership's best interests and exemplifying the highest ethical and professional standards, the Private Sector Constituency (PSC) Board Member serves as the primary representative of the Constituency on the Board and works closely with its members to ensure its mission and responsibilities are effectively fulfilled.
- C. The PSC Board Member serves in her/his professional capacity to represent the Constituency as a voting member of the Board, and brings her/his broad business expertise and skills to provide critical guidance into the Board's discussions and decision-making.
- D. The PSC Board Member maintains strong, collaborative relationships with a diverse range of the Stop TB Partnership's key stakeholders.
- E. The PSC Board Member's Terms of Reference are specifically defined within the context of the Stop TB Partnership's [Governance Manual](#).

### **II. Responsibilities**

#### **A. Governance Stewardship**

- 1. Represent the PSC's key issues and positions at the Board meetings;
- 2. Increase the Board's awareness of the PSC's concerns, activities, and any other relevant information;
- 3. In consultation with the PSC members, solicit, identify and understand the Constituency's key issues;
- 4. Report back to the PSC following the Board meetings, including implications for the Constituency; and
- 5. Attend the Board meetings and any other relevant meetings and tele-conferences.

## **B. Strategic Leadership**

1. Apply the business community's expertise and skill sets to support the achievement of the targets set forth in the Global Plan to End TB, End TB Strategy, and the Secretariat's operational strategy.
2. In consultation with Stop TB Partnership's key partners, identify systemic barriers in the TB space that the Constituency can support in addressing;
3. Foster active participation of the PSC members and mobilize support for the implementation of the Secretariat's activities;
4. Develop strong collaborative relationships among the PSC members and expand the Constituency to include companies not currently involved in the TB space; and
5. Advocate on behalf of the Stop TB Partnership and for ending TB by 2030 within the business community.

## **III. Time Requirement**

- A. The length of term for the PSC Board Member is three years, renewable once.
- B. The PSC Board Member is required to attend all Board meetings. A Board Member is deemed to have resigned if s/he misses two consecutive Board meetings, with or without communication. When deemed resignations arise, it is the responsibility of the Board's Vice-Chair to take a final decision on the resignation and notify the PSC Board Member in writing.
- C. The PSC Board Member should be prepared to attend and participate in the Board meetings, and, in addition, dedicate approximately 10-12 days per year (non-remunerable) to the PSC and its related activities.

## **IV. Competencies and Eligibility**

- A. Applicants for the PSC Board Member seat must be fluent in English (both oral and written), and should possess the following competencies, including but not limited to:

1. Affiliation with a company that endorses the vision, mission, goals, and values of the Stop TB Partnership, and is willing to make the appropriate contributions to the Board;
2. Holds, or recently held, a senior management position/title within his/her company;
3. Cultivate a strong, collaborative relationship amongst the PSC and its members;
4. Expand the PSC, especially to include companies not currently involved in the TB space;
5. Provide business expertise and guidance to the Secretariat;
6. Advocate for ending TB by 2030 within the business community; and
7. Free from any interest or investment (individual or corporate) in the tobacco industry.

**B. Ineligible to apply:**

1. Former PSC Board members;
2. Current and former Board members and individuals from their respective constituencies and organizations; and
3. The Secretariat staff members.

**VI. Selection Process**

- A. Eligible candidates may apply for the PSC Board Member seat.
- B. Candidates must complete and submit the following mandatory application materials:
  1. Application Form;
  2. Declaration Form;
  3. Curriculum Vitae; and
  4. Letter of Support.
- C. The letter of support must endorse and confirm that the applicant can represent the PSC in her/his professional capacity and meet the necessary time commitment and financial support.
- D. The Secretariat will collect all the complete applications, provide a pre-screening of candidates, and distribute the materials to the Executive Committee.
- E. Executive Committee members will evaluate the applications.
- F. The Secretariat will organize a call with the Executive Committee to discuss the applications and confirm the selection of a new PSC Board Member.