

Stop TB Partnership Coordinating Board Communities affected by TB Board Seat Election

Information Sheet

Formally established in 2001, the Stop TB Partnership (STBP) is a global network of 1500 plus organizations that work together to realize the goal of eliminating TB as a public health problem and, ultimately, to obtain a world free of TB.

The Stop TB Partnership Coordinating Board is the governing body of the STBP. The Board provides leadership and direction, monitors the implementation of agreed policies, plans and activities of the Partnership, and ensures coordination among Stop TB Partnership structures. For more information please [click here](#).

There are two elected seats for representatives of communities affected by TB on the Stop TB Board. Currently, the Partnership is seeking applications for the replacement of both community representatives on its Board.

What are the Community Representatives' Roles and Responsibilities on the Coordinating Board of the STBP?¹

1. All Board Members are expected to commit time (non-remunerated) and attend all board meetings.
2. Read documents, gain an understanding of all issues, and obtain input from their constituency prior to board deliberations (meetings, teleconferences, email communications).
3. Participate fully in board meetings and discussions, communicating constituency's views and reporting key issues back to the constituency after board meetings.
4. Act as an advocate on behalf of the Partnership within the constituency and to external stakeholders, and actively fundraise for the Partnership, making new connections and utilizing existing relationships to garner awareness and funding for the Partnership's mission.

For a full list of the responsibilities and skills expected from all board members, please go to the [Stop TB Partnership Governance Manual](#)

Criteria for all constituency representatives on the Board:

1. Demonstrated willingness and ability to report back the results of key meetings to the broader constituency.
2. Must be able to liaise with their constituency and represent their views at meetings.
3. Must be able to serve as a representative for the full constituency.

¹ Stop TB Partnership Governance Manual, January 2017
<http://stoptb.org/assets/documents/about/cb/comms/2016.08%20Board%20Governance%20Manual%20Revised.pdf>

4. Must be well-respected as a leader within the constituency.
5. Must be committed to developing and sustaining constituency membership.
6. Must be committed to developing constituency processes, including developing an approach to selection that is owned and led by the constituency.

Criteria specific to the TB Affected Communities representatives: (paragraph 6.5 in the Governance Manual)

7. Clear understanding of issues from an affected communities perspective.
8. Demonstrated leadership within community networks, and represent the views of this diverse constituency.
9. Effective communication skills; interested in communicating with a broad range of people in various positions.
10. Demonstrated capacity to work with a range of stakeholders.
11. Access to communications technology.
12. Ability to provide leadership to convene constituency (e.g., convene calls every 2-3 months).

What is the length of the term?

The length of term for each Board member representing communities affected by TB is three years, renewable once with the possibility of serving a total of two consecutive terms. In order for a representative to serve a second term, a renewal process will be conducted to ensure that the Constituency supports his/her second term.

What are the time requirements?

- The Coordinating Board will generally meet every nine (9) months, but may adjust the frequency of meetings as necessary. This meeting is mandatory and will require at least 4 days plus travel.
- Ad hoc and ongoing task forces exist at any given time.
- Approximately 16 hours per month (non-remunerable) should be allowed to work on Partnership activities.

Who is eligible to run for election?

- Individuals who are able to fulfil the Terms of Reference of the Coordinating Board summarized above and fully outlined in the Governance Manual.
- Individuals whose organizations are registered as partners in the Stop TB Partnership Partners' Directory under Organization Type "[Communities](#)".
- Eligible nominees must be transparent about any way in which they might benefit financially from serving on the STBP by completing a Declaration of Interest form.
- All candidates must be fluent in English, both oral and written.

What are the steps to become a Communities representative on the Stop TB Board?

To be considered for this election, please complete and send the following documents by **31 March 2017** to boardaffairs@stoptb.org:

- (i) STBP Community Representative [Application Form](#)
- (ii) Curriculum Vitae
- (iii) [Declaration of Interest form](#)
- (iv) Mandatory Letters of Support:
 - at least one, but up to three (3) letters of support in English from organizations and/or individuals supporting the application from people who have or are themselves working on TB.
 - If you have previously served, or are currently serving as community representative to a STBP WG must have a letter of support from the Working Group leadership (either Chairperson or Secretariat staff) that acknowledges their contribution on the Working Group.

Voting procedure:

i) Candidates pre-screening

In the event that more than 6 applications are received, the Stop TB Secretariat together with both TB-affected communities board members, will screen the applications received according to the following criteria:

- Completeness of the application (all documents required received on time)
- individuals who have been diagnosed with or have recovered from TB, individuals who have a close personal connection (i.e. family members) with someone who has been diagnosed with TB, and individuals from patient-led organizations (i.e. CBO or advocacy organizations) or networks
- Access to the necessary communication infrastructure to carry out their role as Board Members effectively (e.g. telephone, fax, e-mail and mobile phone)
- Ability to work in written and spoken English (additional languages a great advantage)
- Candidate's vision for the constituency
- Past involvement with the Stop TB Partnership secretariat or its structures.

The 6 strongest candidates will be put forward for election by the constituency.

ii) Who is eligible to vote?

- All organizations under the TB-affected community Constituency (i.e. partners in the STBP directory listed under organization type "Communities"). One vote per organization.
- Please note organizations who become partners after 31 March will not be eligible to vote.
- Please also note that there is a limit of only one vote per organization and individual.

ii) Voting Process

- On 7 April, 2017 voting information will be sent to all eligible voters. Emails will be sent to the focal point contact that is listed in the Directory under organization type “Communities”.
- Those eligible to vote will be able to cast their vote (one vote per organization) between **7 - 12 April 2017** to elect two new Coordinating Board community representatives.