



## **Soroptimist International Standing Committees and Terms of Reference**

### **Governance and Risk Management Committee**

#### **Primary Focus:**

Governance oversight and continuous improvement.

#### **Key Tasks:**

- Review and propose amendments to governance policies and Bye-Laws.
- Support Board and committee member recruitment, orientation, and development.
- Maintain and improve the efficiency of SI's governance processes and Board operations.
- Ensure compliance with governance best practices and with relevant UK laws and regulations.
- Oversee conflict of interest / Code of Conduct / management and Board evaluation processes, e.g. Annual Board Assessment Survey, Board Meeting Evaluation Surveys and Mid-year Board Skills Assessment Survey.
- Identify key governance topics and deliver training to Directors and Position Holders, including the Annual Governance Topic Meeting.

#### **Composition of Committee:**

- SI Director of Governance and Risk Management
- SI Procedural Consultant
- 5 Committee members (one from each Federation)
- SI President, SI President Elect or Immediate Past President shall serve as an ex-officio member

Note: The SI Director of Governance may appoint a Committee Chair, subject to confirmation by the SI Board.

#### **Committee Member Selection**

#### **Term of Office:**

The term of office for Committee members shall be for a period of two years with the possibility of re-appointment by the appropriate selection panel for a further two years. (Reference SI Bye-Laws 10.5.2)

#### **Skills and Experience Required:**

- Knowledge and experience with governance best practices and legal standards



- Knowledge and experience with Soroptimist organizational structure and best practices
- Proficiency with Microsoft Office tools

### **Outcomes:**

- Board members have proper training and mentoring to be effective and productive in governance matters.
- SI complies with governance best practices and legal standards.
- SI Bye-Laws, policies, and manuals are up-to-date, aligned with UK law, and supported by the SI Board.
- Board and Committees function effectively, meeting compliance requirements.
- Directors, Committee members, and key leaders receive quality governance training and mentoring.
- Governance processes are transparent, consistent, and contribute to achieving SI's strategic objectives.

## **Finance Committee**

### **Primary Focus:**

Financial stewardship and sustainability.

### **Key Tasks:**

- Prepare and monitor SI & SIF's annual budgets and financial statements.
- Oversee financial controls, end of year reviews, and risk management.
- Review and advise the Board on investments, reserves, and financial policy.
- Support fundraising and resource mobilization efforts.
- Assist with increasing revenue and minimising costs.
- Advise the Board on financial strategy and sustainability.

### **Composition of Committee:**

- SI Director of Finance / SI Treasurer (Chair)
- SI Global Executive Director
- 5 Committee members (one from each Federation)
- SI President, SI President Elect or Immediate Past President shall serve as an ex-officio member
- *Note: The SI Director of Finance/Treasurer may appoint a Committee Chair, subject to confirmation by the SI Board.*



## **Committee Member Selection**

### **Term of Office:**

The term of office for Committee members shall be for a period of two years with the possibility of re-appointment by the appropriate selection panel for a further two years. (Reference SI Bye-Laws 10.5.2)

### **Skills and Experience Required:**

- Business or non-profit financial experience in a managerial capacity
- Experience at club, region/union and/or federation as treasurer
- Experience at Federation Board level is advantageous
- Ability to interpret and extract relevant information from reports generated from accounting software
- Knowledge of investments, banking and foreign exchange
- Proficiency in Microsoft Office applications, especially Excel
- Understanding of budgeting and financial planning

### **Outcomes:**

- Director of Finance/Treasurer report to each Board meeting highlighting the important facts.
- Management Accounts for each quarter are provided to the Board.
- Quarterly reporting on the performance of the Company's investments.
- Annual Budget monitored and reported on each quarter.
- Annual Unaudited Financial Statements and Independent Account Review Reports for SI and SI Foundation.
- Accurate and up-to-date Finance Manual for SI.
- Accurate and up-to-date finance section of the SIF Manual.
- Bi-annual review of internal controls and annual review of all financial policies for SI and SIF.

## **Advocacy and United Nations (UN) Management Committee**

### **Primary Focus:**

Policy influence, advocacy, and external relations.

### **Key Tasks:**

- Shape SI's global advocacy priorities in line with the Strategic Plan.
- Oversee and support the work of SI's UN Representatives across global centres.
- Ensure SI's advocacy maintains visibility and influence at the UN and other international organizations.



- Provide guidance on the development of position papers, policy briefs, and advocacy toolkits.
- Coordinate with Federations to align local, regional, and global advocacy efforts.
- Strengthen SI's relationships with external partners, coalitions, and NGOs.

### **Composition of Committee:**

- SI Director of Advocacy (Chair)
- SI Global Policy Advisor
- SI Global Executive Director
- ~~5 Committee members (one from each Federation)~~
- SI President, SI President Elect or Immediate Past President shall serve as an ex-officio member
- *Note: The SI Director of Advocacy may appoint a Committee Chair, subject to confirmation by the SI Board.*

### **Term of Office:**

The term of office for Committee members shall be for a period of two years with the possibility of re-appointment by the appropriate selection panel for a further two years. (Reference SI Bye-Laws 10.5.2)

### **Skills and Experience Required:**

- Experience in international relations, advocacy, or policy development.
- Familiarity with the UN system and multilateral institutions.
- Strong communication and diplomatic skills.
- Knowledge of SI's advocacy priorities and history.

### **Outcomes:**

- SI's advocacy priorities are represented and influential at the UN and other global fora.
- SI maintains strong partnerships and collaborative relationships with external stakeholders.
- Federation and SI advocacy are aligned for maximum impact.
- Advocacy outputs (papers, briefings, reports) are of high quality and widely disseminated.

## **Global Impact Committee**

### **Primary Focus:**

Impact measurement and program effectiveness.

### **Key Tasks:**

- Monitor and evaluate the implementation of SI's Global Impact Strategy.
- Review Federation reports on program outcomes and achievements.



- Develop tools and indicators to measure impact across Federations.
- Provide recommendations to the SI Board on program priorities.
- Highlight best practices and innovative projects for sharing across the organization.

### **Composition of Committee:**

- SI Director of Advocacy (Chair)
- SI Global Policy Advisor
- 10 Committee members (two from each Federation – one regular member, one "under 40" member)
- SI President, SI President Elect or Immediate Past President shall serve as an ex-officio member
- *Note: The SI Director of Advocacy may appoint a Committee Chair, subject to confirmation by the SI Board.*

### **Term of Office:**

The term of office for Committee members shall be for a period of two years with the possibility of re-appointment by the appropriate selection panel for a further two years. (Reference SI Bye-Laws 10.5.2)

### **Skills and Experience Required:**

- Knowledge of program evaluation and impact assessment.
- Experience with international development or nonprofit project management.
- Analytical skills and familiarity with data collection methods.
- Understanding of SI's mission and programs.

### **Outcomes:**

- Comprehensive reporting on SI's global program impact.
- Evidence-based recommendations to strengthen SI's program strategy.
- Increased visibility of Federation achievements globally.
- Stronger alignment of global programs with SI's strategic objectives.

## **Soroptimist International Foundation Committee**

### **Primary Focus:**

Oversight of the SI Foundation, fundraising, and grant-making.

### **Key Tasks:**

- Manage SI Foundation fundraising strategy and initiatives.
- Oversee distribution of funds to SI projects and initiatives.
- Monitor and evaluate funded projects for impact and compliance.
- Cultivate relationships with donors, partners, and sponsors.
- Report on Foundation activities and outcomes to the SI Board and stakeholders.



### **Composition of Committee:**

- SI Director Foundation
- SI Director of Finance / SI Treasurer
- SI Global Executive Director
- 5 Committee members (one from each Federation)
- SI President, SI President Elect or Immediate Past President shall serve as an ex-officio member
- *Note: The SI Director Foundation may appoint a Committee Chair, subject to confirmation by the SI Board.*

### **Term of Office:**

The term of office for Committee members shall be for a period of two years with the possibility of re-appointment by the appropriate selection panel for a further two years. (Reference SI Bye-Laws 10.5.2)

### **Skills and Experience Required:**

- Experience in fundraising, donor relations, or philanthropy.
- Knowledge of nonprofit financial management.
- Ability to evaluate and monitor projects.
- Strong communication and relationship management skills.

### **Outcomes:**

- Effective fundraising to support SI's mission and projects.
- Transparent and impactful distribution of Foundation funds.
- Strong donor relationships and ongoing financial sustainability.