



Advisory Board Charter

1. Establishment, Purpose and Scope of Work

The Advisory Board is created as a standing circle authorised by the Board of Directors to support the governing body of QUEST asbl by providing external expertise.

The function of the Advisory Board shall be to advise and make non-binding recommendations to the Board of Directors and management, limiting its activities to offering advice on matters that directly concern the NGO with respect to matters within the areas of their experience and expertise. The Committee shall have no legal responsibilities.

The Advisory Board shall:

- > be comprised of diverse skills and experiences
- > provide board and management with objective opinions about the organisation
- > provide input, skills and knowledge towards specific projects

Specific scope of work of the Advisory Board may include the following:

- > Assess the solidity of the annual programming and budget
- > providing strategic advices
- > identify fundraising, technical assistance and budgetary resources
- > assess the impact of programs, projects and events
- > attend ad hoc events such as the General Assembly or Extraordinary Assemblies (at least once a year)
- > serve as an advocate for the organisation
- > provide support when facing difficult decisions or crisis
- > Recommend additional duties and/or goals for the Advisory Board

The Advisory Board shall not:

- > Advisory Board members shall have no power to make decisions about the organisation and cannot compel the board or staff to act on its recommendations or feedback.
- > The Advisory Board cannot outline rules for how the organisation operates, give employees instructions or give directives to the Board of Directors or management.
- > Advisory members shall not speak on behalf of the organisation, unless requested by its Board of management.
- > The Advisory Board cannot discuss confidential matters with employees, or external persons.

Benefit as an Advisory Member:

The Advisory member is a non-paid, volunteering position. However, Advisory Members can be a tremendous influence and complement to the effectiveness of the Board of Directors as it works to carry out specific and complex roles. In this sense, benefit includes:

- > Complement the skills of the governing board members.
- > Give back: Opportunity to share professional expertise, insights, and experiences to develop an emerging NGO and its emerging managers.
- > Work with peers: Experience valuable networking opportunities.
- > Engage in strategic dialogue and participate in robust discussions that will help shape the organisation in the future and assist the organisation growth
- > Sharpen leadership skills: Cooperate in a supportive environment where your leadership skill could be put into test





3. Composition

The Advisory Board shall consist of least three members. Members of the Advisory Board shall be external to the organisation (not staff). Committee members will constitute a cross-section of the QUEST members plus relevant/reknown persons that can support and advice for QUEST.

4. Selection

The first members will be selected and appointed by the Board via consent decision making method. Following members will be elected with consent decision making method by the Board + the Advisory Board.

5. Mandate

Each Advisory Board member shall serve for a term of two (2) years, subject to earlier resignation, removal, disqualification or death. Advisory Board members may also have their term extended by the Board. A member may be appointed to multiple terms as a member of the Advisory Board with no limitation.

6. Meetings

The Advisory Board will meet at least once per year before the presentation of the yearly strategy (budget and activities plan) to the General Assembly. Additional meetings can be held if the Advisory Board deems them necessary or advisable to carry out its responsibilities. Written notices of upcoming meetings will be emailed to members at least seven days before a meeting. Meetings can be held online. Minutes of each meeting will be kept. An electronic copy will be emailed to the Board and management within two weeks after a meeting.

Furthermore, QUEST management can decide to call for an ad hoc meeting, or to solicit by email Advisory Board members to get advice on specific matters.

The Advisory Board has the authority to establish its own rules and procedures so long as they are not inconsistent with any provisions of QUEST statutes and internal procedures.

7. Exclusion and Dismissal:

Advisory Board members may be removed by the Board of Director if their operation is not in line with their role as this Charter describes it .

Members who are absent without reasonable cause from three successive meetings can be considered to have resigned their seat, and the Board of Directors together with the Advisory Board will move to fill the position.

