

1. Objective of the position

The Chairperson-EC&GC is responsible for overall governance of the organization in view of to promote vision, mission and memorandum of association of the Foundation.

2. Responsibilities and Standard of Accepted Performance (SOAP)

Sl	Specific Responsibilities	SOAP
i.	Meeting conduction	C- EC&GC will preside over the EC meeting and Annual General Meeting called by the member secretary.
ii.	Policy decisions	S/he will be responsible for governance, policy decision making and approving the long term organizational plans, which will be the guidance to the organization for day to day management.
iii.	Recruitment, supervision and appraisal of Executive Director/Chief Executive Officer	S/he will be the 1 st supervisor of Executive Director of the organization. S/he will recruit and conduct annual appraisal of ED and will review his/her contract period, salary and benefits when deemed necessary with the guidance of board of trustees.
iv.	Bank signatory	S/he will have the prime authority to nominate the signatories of COAST mother bank account and can open or close or amend the instruction(s) of the mother account.
v	Bill voucher	S/he will approve all the bill vouchers and abroad travel of Executive Director.
vi.	Participation to the meeting	S/he will participate in the EC meeting and AGM regularly.
vii.	Review of board performance	S/he will participate at least once in a year an annual review of board performance appraisal session, there by outline improvement for next one year or future

This terms of reference has been approved in an EC meeting dated June 25, 2021.

1. Objective of the position

The Vice-Chairperson-EC&GC (VC-EC&GC) is responsible for overall governance of the COAST in view of vision, mission and memorandum of association of the Foundation in absence of Chairperson-EC&GC.

2. Responsibilities and Standard of Accepted Performance (SOAP)

Sl	Specific Responsibilities	SOAP
i.	Meeting conduction	In absence of C- EC&GC, VC- EC&GC will preside over the EC&GC meetings called by the member secretary.
ii.	Policy decision	On behalf of C- EC&GC, s/he will be responsible for high governance policy decision making and approving the long term organizational plan.
iv.	Supervision	In absence of C- EC&GC s/he will be the 1 st supervisor of Executive Director of the organization.
v.	System observation and development	In absence of C-EC&GC, s/he can approve any system or policy on behalf of board of trustee subjects to final approval in the next board of trustees meeting.
vi.	Bill voucher	In absence of C- EC&GC s/he will approve all the bill vouchers and abroad travel of Executive Director.
vii.	Participation to the meeting	S/he will participate in the EC/GC meeting regularly.
viii.	Participation in review of board performance	S/he will participate at least once in a year an annual review of board performance appraisal session, there by outline improvement for next one year or future

This terms of reference has been approved in an EC meeting dated June 25, 2021.

1. Objective of the position

The Treasurer-EC&GC is responsible for over all governance of financial matters and audit system in view vision, mission and memorandum of association of the Foundation.

2. Responsibilities and Standard of Accepted Performance (SOAP)

Sl.	Specific Responsibilities	SOAP
i.	Financial and audit findings analysis	S/he will be responsible for analyzing the organizational financial trends and will provide the feedback in the board meeting regularly and/or when deemed necessary. S/he will provide his/her concern in the board meeting on annual budget of the organization. S/he will act as the chief of the audit committee formed by the EC. S/he will review the findings or observations of internal audit/external audit/donors' audit/Govt. audit and will provide her/his critical feedback on those for the betterment of strengthening internal control system of the organization.
ii.	Bank signatory	S/he will be the principal signatory of the mother account of the organization.
iii.	External audit	S/he will acknowledge the annual accounts of the organization. S/he will approve the Terms of References of external auditor and deploy the audit firm through the discussion in the GC meeting. S/he will place the audited financial reports of the Foundation to the Annual General Meeting for approval.
iv.	System observation and development	S/he will provide guidance to the Executive Director for strengthening of financial and audit policies and issues for the organization.
vi.	Participation to the meeting	S/he will participate in the EC & GC meeting regularly.
vii.	Participation in review of board performance	S/he will participate at least once in a year an annual review of board performance appraisal session, there by outline improvement for next one year or future

This terms of reference has been approved in an EC meeting dated June 25, 2021.

3. Objective of the position

The Member –EC&GC is responsible for over all governance in view of vision, mission and memorandum of association of the Foundation.

4. Responsibilities and Standard of Accepted Performance (SOAP)

Sl.	Specific Responsibilities	SOAP
i.	Participation to the governance policy level decision making process	S/he will provide critical feedback to any policy or strategy. S/he will also participate in the discussion in EC/GC meeting for decision making process.
ii.	System observation and development	S/he will provide his/her concern and/or comments to the Executive Director and EC/GC for strengthening of human resource, financial and audit policies and issues for the Foundation.
iii.	Participation to the meeting	S/he will participate in the board meeting regularly.
iv.	Participation in review of board performance	S/he will participate at least once in a year an annual review of board performance appraisal session, there by outline improvement for next one year or future

This terms of reference has been approved in a board of trustee meeting dated June 15, 2013, all the participating members signed here by below.

This terms of reference has been approved in an EC meeting dated June 25, 2021.

1. Objective of the position

The Executive Director and Member Secretary is responsible for overall management to promote vision, mission and strategies of the Foundation

2. Responsibilities and SOAP

	Specific Responsibilities	Standard on accepted level of performance
i.	Strategic or long range planning	Ensure production of three / five year or long term plan, annual plan of operation and annual budget including business plan in view of the vision, mission and values of the organization. In relation s/he has been authorized to come in agreement with any organization both in home and abroad for funding, projects and bank loan etc.
ii.	Relation building and networking	S/he will ensure staff at level maintain appropriate relation with all level of stakeholders both in home and abroad to pursue organizational vision and mission.
iii	Human resource management and learning process.	Responsible for human resource management of the organization in view of a standard human resource management policy manual as approved by the board of trustees. S/he will ensure human resource development strategies, facilitating knowledge maintenance, development and built in learning process.
v.	Ensuring check and balance in management, ie, separating development and operational management	S/he will directly supervise internal audit, corporate affairs, monitoring, evaluation, research, development communication aspects of the organization in central office level etc. S/he will appoint a senior staff or a Director to do supervision of all other programs, projects, finance and budget control and field operation.
vi.	Principal signatory of mother account and opening of the management operation accounts.	S/he will act as one of the principal signatory of the mother account of the organization and also act as authorized person to give instructions to open accounts for the purpose of operational management of programs and projects in any places and in any bank (s) within the country.
Vii	Acting as Member Secretary of the EC&GC.	Organize and invite meeting of the EC&GC and act as custodian of the records of Foundation following the guidance as stated in Memorandum of Association.

3. Reporting and planning

The Executive Director is reportable to the Chairperson-EC&GC. On annual basis, the Chairperson will do an appraisal or review discussion with him/her on job performance.

This terms of reference has been discussed and decided in the board of trustee meeting dated June 15, 2013.

Tofail Ahmed, Ph.D
Chairperson
EC & GC
COAST Foundation