

Terms of reference: Executive Group

February 2017

Background

ICTC was created in 2004 to contribute to global efforts to eliminate trachoma as a public health problem by supporting the World Health Organization (WHO) Global Alliance for the Elimination of Trachoma by the year 2020 (GET 2020) and to advocate and implement the SAFE strategy, endorsed by the WHO. The Coalition is composed of non-governmental development organizations, donors and philanthropic foundations and research and academic institutions with scientific, programmatic and field based expertise in tackling trachoma. The coalition's approach is aligned with the GET2020 Alliance's plan of action Eliminating Trachoma: Accelerating Towards 2020, which outlines what needs to be done to scale up programs and strengthen health systems to achieve the global elimination of trachoma by the year 2020.

The ICTC is led by an Executive Group (EG) and supported by *ad hoc* Task Teams, member-nominated Grant Managers, a Program Advisory Committee and paid staff.

This document focuses on the work of the EG. The remit of the other groups and positions listed above are outlined in separate documents. Please note that ICTC is not a registered organization.

Purpose

The EG is the executive function of the Coalition and is responsible for providing overall leadership to ICTC and accountability to the membership.

The scope of the EG's work varies depending on the strategic focus and priorities of the Coalition.

The key functions are:

- To ensure the Coalition's support to the WHO GET2020 Alliance is aligned with GET2020 objectives.
- To drive the development and implementation of the Coalition's strategy.
- To enable inclusive participation and representation of all ICTC members within the Coalition, the funded program partnership initiatives and other fora.
- To foster collaboration and coordination amongst members working in support of national programs.
- To ensure the technical and programmatic quality for the contracted management of scale up programs undertaken in partnership with the ICTC.
- To ensure the dissemination of preferred practices to ICTC members and the wider trachoma community.
- To ensure that ICTC is represented in high levels forums, either by a member of the EG or through the appointment of focal representatives.

Membership

- The EG is comprised of three members: Chair, Immediate past Chair and Vice Chair.
- The regular term of office is two years for each position.
- Every two years, in the run up to the formal meeting linked with the GET2020 Alliance, an election is held for the position of Vice Chair. The new Vice Chair is announced at the meeting, when the previous Vice Chair moves into the position of Chair and the previous Chair moves into the position of Immediate past Chair.
- The ideal candidates should have a mix of complementary skills, programmatic expertise and experience; speak multiple languages and be in a position to dedicate sufficient time to the diverse and dynamic needs of a growing and ambitious coalition.
- These are voluntary and non-remunerated positions.

Roles and responsibilities

Chair	<ul style="list-style-type: none"> • Provides overall leadership to the Coalition and the EG, with the three members working closely and collaboratively as a strong team. • Represents ICTC in external meetings (see ICTC focal point list). • Chairs ICTC’s biannual meetings. • Engages in regular EG meetings.
Vice Chair	<ul style="list-style-type: none"> • Provides support and advice to the Chair in decision making, acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair. • Represents ICTC in external meetings (see ICTC focal point list). • Engages in regular EG meetings.
Immediate past Chair	<ul style="list-style-type: none"> • Provides an integral link for organizational memory, history of past decision making and knowledge of members. • Provides support and advice to the Chair in decision making, acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair. • Represents ICTC in external meetings (see ICTC focal point list). • Engages in regular EG meetings.

Decision making

High level decision making is undertaken collaboratively between the members of the EG. Advice can be sought from the membership at meetings and from the Program Advisory Committee or *ad hoc* Task Teams between formal meetings. A minimum of two EG members should be in agreement for a decision to be reached. In the rare case of not being able to reach a consensus amongst the EG, the Chair’s decision is final.

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