



INITIATIVE SANKOFA D'AFRIQUE DE L'OUEST

Roles within the Governance Body

Movement Strengthening and Impact Lead

The Board Member serving as the Movement Strengthening and Impact Lead within the Board has the following responsibilities:

- Liaise with Programs department to review programme impact and assess how the programmatic work is contributing to change, in the short, medium, and long-term
- Provide thought leadership
- Provide strategic advice on the alignment of ISDAO's work to broader social and human development and social change indicators
- Ensure effective implementation of the Strategic Plan validated by ISDAO
- Review and approve strategic and responsive grants (grant-making outside of AGMP-reviewed cycles) above a specific threshold
- Participate in review and decision-making bodies for special grant/fund initiatives
- Collaborate with the staff to mobilize strategic resources and identify strategic opportunities for ISDAO's engagement

Treasurer & Financial Sustainability Lead

The Board Member serving as the Treasure and Financial Sustainability Lead within the Board has the following responsibilities:

- Evaluate and provide recommendations for financial systems, and internal controls
- Guide and elevate financial planning, stewardship, and reach
- Contribute to development and implementation of resource mobilization and sustainability plans
- Financial Risk Management oversight
- Release of funds, in accordance with ISDAO's policies
- Advise the Finance and Administration team on fiscal Issues
- Serve as a Signatory on ISDAO's bank accounts and key compliance documents
- Review and approve strategic and responsive grants (grant-making outside of AGMP-reviewed cycles) above a specific threshold
- Approve Expenditure over a certain threshold (detailed in ISDAO Delegation of Authority)
- Guide the Board's review of the financial aspects of strategic plan and decisions on how to achieve the desired results and assess the impact of financial investments.
- Periodically review and monitor performance reports and financial statements, to analyze and assess their strategic implications;

Secretary

The Board Member serving as the Secretary within the Board has the following responsibilities:

- Coordinate periodic GB calendar invites, meetings, and engagements.
- Responsible for knowledge management for the board, including documentation of all board meetings and decisions made, ensuring that minutes and documents from committee meetings are shared and saved, etc.
- Coordinates the compilation and distribution of material packs and presentations in advance of Board meeting



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- Ensures adherence to principles of linguistic justice and inclusion
- Develop Board priorities and meeting agendas in consultation with the Co-Chairs and the Executive Director;

Co-Chairpersons

The Board Members serving as the Co-Chairpersons within the Board have the following responsibilities:

- Serve as a Link between the Executive body and the Governance Board.
- Have oversight over the representation of ISDAO in public platforms
- Serve as Signatory on ISDAO's organizational accounts
- Define the strategy for the Board Leadership term to ensure the Board effectively performs its core functions;
- Align the work plans and agendas of the Board, standing committees and Coordinating Group with the Board's mandate;
- Facilitate communication between the Board and the Executive Director
- Coordinate Board deliberations and communications in between meetings;
- Identify themes or issues for further deliberation and consideration by the Board or its standing committees.
- Develop Board priorities and meeting agendas in consultation with the Secretary and the Executive Director
- Convene ad hoc urgent meetings of the Board outside of planned meetings, if and where necessary
- Approve strategic initiatives grants (grantmaking outside of AGMP-reviewed cycles)
- Review performance reports and financial statements, to analyze and assess their strategic implications
- Guide the Board in the transparent selection, appointment, assessment, and removal, if necessary, of the Executive Director or any other direct appointee;

Legal and Compliance Lead

The Board Member serving as the Legal and Compliance Lead within the Board has the following responsibilities:

- Ensure ISDAO's to and accountability compliance with internal and contextual legal and regulatory frameworks
- Oversee all matters related to risk management; including assessing potential risks, reviewing, and contributing to updating risk registers and risk management policies.
- Sign off on external audits
- Serve as one of the organizational accountability and integrity focal persons, along with designated staff, to review and coordinate the response to concerns, complaints and whistleblowing
- Hold accountable the governing structures, to make best use of the Board's time to undertake proper decision making, by promoting consultations, ensuring all agenda items are well developed, and identifying challenges and barriers;
- Support the Board's nomination and selection the process for the appointment of successors to the Board Co-Chairs, as overseen by the Accountability, Ethics and Governance Committee.