



Schematic representation of coalition structure

- Steering committee (3) = Chairperson + Financial Advisor + Program Implementation Committee representative Office bearers (also referred to as office bearers)
- Project Advisory Committee (15) = Steering Committee + Program Implementation Committee (10) + Coordinator

Key positions

- Theme leads
 - Reproductive Health
 - Maternal Health
 - Safe Abortion

Description of coalition structure

1. Program Advisory Committee (PAC) members are predominantly drawn from the membership of the Coalition. Membership to the PAC is based on elections at the Coalition's membership meeting and ex-officio members. Eligibility of the elected members requires two years membership, except for constituting the first full PAC.
2. The Program Advisory Committee (PAC) will have 15 members in total, including the Coordinator and Fund Holder's representative both of whom will be ex-officio members.
3. A quorum of at least 8 PAC members is needed to convene a PAC (includes SC members) meeting.
4. Three office-bearers will be elected from among the PAC members as Chairperson, Financial Advisor and one representative of the program implementation committee.
5. The three office bearers would be called as Steering Committee (SC) for all administrative and programmatic purposes.

6. The remaining members will be designated as Programme Advisory Committee members
7. The larger committee members cannot remain in position for longer than six years. PAC members will rotate off every two years starting from the 4th year of the constitution of the PAC.
8. Up to three Special Invitees will be elected in any year if PAC members are to be rotated off in the following year. Their term will be for one year, at the end of which they may be voted into the PAC, depending on their contribution to and engagement with CH's activities. Those not voted into the PAC will step down and new special invitees may be invited depending on anticipated vacancies in the PAC in the following year.
9. At least four PAC meetings will be held every year. PAC members who miss two consecutive meetings and are not actively involved in discharging PAC responsibilities may be requested to resign to make way for more active PAC members
10. The PAC is collectively responsible for planning, implementing, monitoring and financial review of all coalition activities in line with rules and procedures established by it.
11. The Steering Committee is responsible for adherence to existing laws and regulations that apply to Fund Holder.
12. The PAC is responsible for raising funds for the coalition's activities. The SC will establish financial and administrative procedures and ensure that accounting is carried out as required for audit.
13. The PAC will carry out activities for strengthening the coalition and identify emerging substantive issues in which the coalition would be engaged.
14. The SC along with the thematic leads will approve the appointment of a coordinator and any other person who will be remunerated for services rendered

Steering Committee and its constituent members

Tenure of the office bearers in the SC will be 3 years that are co-terminus. In the event of the resignation of any office bearer, the vacant position will be filled for the balance of the tenure

Role of Steering Committee:

1. Anchor administrative functions of the coalition
2. Assess and ensure adherence to coalition's vision and mission
3. Assess and ensure optimal financial health of the coalition
4. Ensure joint-decision making together with PIC members and apprise coalition members about key decisions
5. Ensure adherence to statutory compliances
6. Establish and anchor a grievance redressal mechanism

Role of Chairperson:

1. Lead the Coalition, so that it fulfils its vision and mission.

CommonHealth Structure and Roles of members

2. Oversee implementation of all coalition activities
3. Ensure reporting requirements are met vis-à-vis donors and the Fund Holder.
4. Support the coordinator and others as per the need in managing the coalition
5. Initiate periodic review of coalition strategies
6. Oversee finalization of the grant proposals and contracts in coordination with coordinator and financial advisor. Should also review that the grant proposals align with the vision and mission of the coalition.
7. Sign the grants proposal along with the fund holding organization.
8. Take responsibility to communicate with the donors in case of any administrative or project related issues

Role of Financial advisor:

1. Oversee expenditures to make sure they are in line with established norms and guidelines.
2. Anticipate, place review mechanisms and address situations of under or over expenditure
3. Facilitate and oversee timely audit of coalition accounts
4. Initiate periodic financial health review of the coalition
5. Share the finance situation/report periodically with the PAC with support from coordinator
6. Take lead and communicate with the donors about finance related matters
7. Oversee and finalize the project budgets in consultation with the thematic lead
8. Be a signatory for all grant proposals submitted by the Coalition, along with the Co-ordinator, the Chairperson and Fund Holder's Representative.

Role of PAC representative:

1. Collate inputs from PAC members around coalition activities
2. Initiate processes to review and address administrative functioning
3. Lead redressal mechanisms
4. Assist programmatic and administrative functions
5. Take up the role of the chairperson or the financial advisor, in case of their absence

Role of Coordinator:

1. Manage the Secretariat of the Coalition with secretarial and accounting assistance
2. Follow up decisions taken by the Coalition, including SC
3. Convene SC and membership meetings in consultation with SC members.
4. Liaise and communicate with membership of Coalition and with external actors
5. Manage finances and other resources and assets of the Coalition.
6. Prepare reports for Steering Committee members on financial and other matters on a regular basis; prepare financial reports for Fund Holder to meet statutory requirements

7. Should support the thematic leads in developing the proposal wrt any information required for specific section of the proposals

Project related (in conjunction with Theme leaders)

8. Supporting aspects of proposal development - consolidating inputs for narrative and budget, collation of due diligence documents
9. Disseminating expressions of interest among coalition members and beyond
10. Supporting in contract preparation, invoice raising and donor reporting processes
11. Tracking project deliverables
12. Organizing project related meetings and events (virtual and in-person)
13. Managing logistics of project related meetings and events
14. Writing and disseminating meeting minutes and event summary reports
15. Providing technical inputs and undertaking assigned project deliverables (non-obligatory but encouraged)

Role of fund holding entity representative (exclusively):

1. Communicate statutory compliance processes of the fund holding entity periodically
2. Support in administrative functions of the coalition related to receipt and expenditure of funds
3. Initiate discussions to ensure adherence in consonance with coalition's functioning realities
4. Ensure coalition funds have a smooth inflow to and outflow from appropriate bank accounts
5. Preferably be present in meetings of the coalitions (with support from accounts person)

Program Implementation Committee and its constituent members

The membership of the committee is dynamic; while membership tenure of each member is limited, there is no co-terminus of the entire committee.

Role of Program Implementation Committee:

1. Anchor program implementation functions of the coalition
2. Ensure implementation activities are aligned to coalition's vision and mission
3. Undertake roles to operationalise project deliverables
4. Provide inputs to Steering Committee for administrative functions of the coalition

Role of theme leads (exclusively):

1. Ideate engagement strategies of the respective theme with thematic group and finalize the strategy
2. Envision coalition's activities for the particular theme, plan and develop projects/project proposals for the same.

CommonHealth Structure and Roles of members

3. Raise funds for the projects with support from PAC.
4. Lead/Co-lead projects focused on the respective theme
5. Provide technical inputs to projects focused on the respective theme
6. Undertake technical roles within projects focused on the respective theme