**Position Description CID Humanitarian Network**

**Chairperson[[1]](#footnote-1)**

**Reports to:** CID Humanitarian Network Members

 CID Board

**Functional Relationship:** CID Humanitarian Network members

 CID Humanitarian Coordinator

 CID member organisations

 CID Board

**Purpose:**

The Chairperson approves the agenda and chairs CID Humanitarian Network meetings. The Chairperson works to ensure that the CID Humanitarian Network functions properly, meets its obligations and responsibilities, and fulfils its mandate and aim.

**Specifics:**

***Membership:***

Nominees for the Chairperson should be from member organisations, and will be nominated and seconded by CID Humanitarian Network members. The Chairperson is appointed by the CID Humanitarian Network members via a vote.

The Chairperson may be an elected CID Board members, but not the Chair of the CID Board.

The elected Chairperson must be from a different organisation than the Deputy Chairperson. If a situation arises where they are working for the same organisation, one must stand down.

**Term:**

The term of the Chairperson shall be for a period of two years and the office-holder may be re-elected for one further consecutive term before standing down from for at least two years.

***Meetings***

The CID Humanitarian Network will meet a minimum of three times per calendar year. Supplementary meetings may be conducted by teleconference as necessary.

 **Aims of the CID Humanitarian Network:**

The CID Humanitarian Network aims to provide New Zealand NGOs with a forum for co-operation and shared learning for best practice in international humanitarian assistance. As a component of CID, the Humanitarian Network also advocates and presents a collective civil society voice to government and the media on humanitarian issues.

**Activities of the CID Humanitarian Network Chairperson:**

1. The role of the Chairperson is to provide leadership and guidance to the Humanitarian Network, in support of and in alignment with the CID Strategy.
2. The Chairperson, with support from the CID Humanitarian Coordinator, will develop the agenda for meetings in cooperation with the CID, CID Humanitarian Network members, the New Zealand Government (including MFAT and MCDEM), and other stakeholders.
3. The CID Humanitarian Network Chairperson will provide input and review the quarterly board paper, prepared by the Humanitarian Coordinator, covering activities conducted in the last quarter.
4. The Chairperson (wherever possible) will attend the CID Board for the agenda item discussing the CID Humanitarian Network report.
5. The Chair or nominee will report on CID’s humanitarian work and the activities of the CID Humanitarian Network at the CID AGM, reporting on the scope and context of humanitarian assistance provided by the network.
6. The Chairperson or nominee will represent the CID Humanitarian Network and its members’ concerns to the NZ Government (including MFAT and MCDEM), international donors, United Nations and other international humanitarian stakeholders when required.

**Position Criteria:**

1. Representative of a CID Humanitarian Network member organisation.
2. Sound knowledge of International Humanitarian Principles and standards.
3. Ideally, experienced in implementing international humanitarian response at a senior field management level.
4. Ability to interpret, construct and clearly communicate humanitarian reports, policy and associated material.
5. Time and capacity to contribute to the success of the CID Humanitarian Network.
6. Demonstrated commitment to CID Humanitarian Network aims and core values as outlined in the June 2019 CID Humanitarian Network Terms of Reference.
1. Updated to reflect the revised (June 2019) CID Humanitarian Network ToR as approved by CID Board 29th May 2019. [↑](#footnote-ref-1)