



## **International AIDS Vaccine Initiative, Inc. Resource Mobilization Committee Charter**

### **Mission**

The Committee is charged with reviewing, approving and monitoring the resource mobilization strategy, as well as assisting in its implementation, in order to ensure resources required to sustain the organization's work.

### **Composition**

1. Membership. The Committee shall be a standing committee of the Board consisting of at least three members. Committee members shall be appointed by the Board on an annual basis upon the recommendation of the Board Chair.
2. Qualifications. Each member of the Committee must be free from any relationship that would interfere with the exercise of his or her independent judgment as a member of the Committee. Specifically, no employee of IAVI may serve on the Committee, and members of the Committee may not receive any compensation from IAVI other than in their capacity as members of the Board.
3. Chair. The Chair of the Committee shall be appointed by the Board, upon the recommendation of the Board Chair.
4. Removal and Replacement. The members of the Committee may be removed or replaced, and any vacancies on the Committee shall be filled, by the Board.

### **Operations**

1. Meetings. The Chair of the Committee, in consultation with the other Committee members, shall determine the schedule and frequency of the Committee meetings, provided that the Committee shall meet at least [once] per year.
2. Agenda. The Chair of the Committee shall develop and set the Committee's agenda, in consultation with the other Committee members. The agenda and all available information concerning the business to be conducted at each Committee meeting shall, to the extent practicable, be delivered to the Committee members sufficiently in advance of each meeting to permit meaningful review.

3. Reports to Board. The Committee shall keep minutes of its meetings and regularly report on its meetings and other activities to the Board.
4. Assessment of Charter. The Committee shall assess the adequacy of this Charter on an annual basis and recommend any changes to the Board.

### **Duties and Responsibilities**

The Committee shall have the following duties and responsibilities:

1. review and approve IAVI's resource mobilization strategy, taking into account the short- and long-term funding needs of the organization;
2. work with IAVI staff to create a plan to engage Board members in relevant resource mobilization efforts;
3. review, monitor and evaluate progress toward fundraising goals;
4. prepare an annual summary report on resource mobilization for approval by the Board and inclusion in the annual budget; and
5. work with the Nominating Committee to ensure that appropriate resource mobilization expertise is available on the Board to support the organization.

### **Authority and Resources**

The foregoing list of duties is not exhaustive, and the Committee may, in addition, perform such other functions as may be necessary or appropriate for the performance of its duties. The Committee shall have the power to delegate its authority and duties to individual Committee members as it deems appropriate.

The Chair may request any officer or employee of IAVI to attend a Committee meeting.

The Committee shall have the power to retain consultants or other advisors as it deems appropriate in connection with the performance of its duties. The Committee shall have the authority to retain and terminate such consultants or advisors, to review and approve fees and other retention terms and to cause the payment of such fees by IAVI.