

AMA SUBCOMITTEE TERM OF REFERENCE

KABUL – AFGHANISTAN (2016)

Background: Afghan Midwives Association is in the process of reorganization and system development. Year 2015 was a challenging time not only for AMA but for many other associations and organizations. AMA has gone through a comprehensive assessment done by external consultant supported by HEMAYET project of JHPIEGO. In this assesement there was clear direction toward structure changes and association management and development.

Following Congress in Sep 2015 in which an executive board (with 13 members) has been elected, AMA leadership decided to assign all these board members in to 12 committees where they can easy find their responsibility and scope of work. The current ToR specific certain responsibility and scope of work of all the above mentioned committees.

Objectives:

- 1.** To assign members of executive board on certain activities in area of their expertise to full fill necessary obligations
- 2.** To facilitate smooth implementation of AMA activities outlined in business plan 2016

1. Business Development Committee

This committee is responsible to work on AMA business development policy and interventions. This committee reportable to Executive Board. The committee should update on progress of AMA annual business plan, they can adjust and revise the plan based on AMA need and provide other suggestion for new business.

The following are specific task and responsibilities

- Conduct regular meeting and review the progress of AMA Business plan as well as strategic plan (two meetings/ month),
- Monitor the smooth implementation of AMA business plan for 2016
- Develop strong networking with other civil society organization and donor community
- Develop strategic framework agreement for new donor as well as previous donors
- Contribute on developing AMA business development policy
- Focus on fundraising and introduce new businesses for AMA with aim of income generation
- Develop AMA sustainability plan up until 2020
- Advocacy on behalf of AMA at national and international level on importance

of AMA service provision, visibility of AMA.

Member of committees

Name number	Position	Profession	Contact
Massoma Jafari	Vice President	Midwives	

Output:

- A solid business development policy developed and implemented
- A strategic framework agreement developed and sign with donors or partner
- Business plan review and implemented properly
- New business interventions introduced
- A solid sustainability plan developed and implemented

Deliverable:

- Committee update on business development in each executive board meeting
- Monthly and annual progress report