

AMA EXECUTIVE COMMITTEE 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 as well. AMA has gone through a comprehensive assessment done by external consultant supported by HEMAYET project of JHPIEGO. In this assessment 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 easily find their responsibility and scope of work. The current ToR specifies 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 fulfill necessary obligations
- 2.** To facilitate smooth implementation of AMA activities outlined in business plan 2016

Specific Objective:

(To be mentioned by committee member)

1. Event Management Committee

This committee is overall responsible for follow up of AMA annual events and timely approaching to each gathering, the committee is reportable to Executive Board. The committee should update members on progress of events in each EB meeting.

The following are specific tasks and responsibilities:

- Develop and implement an annual plan following business plan of 2016
- Making action plan for each event
- Establishing number of event organizing committees
- Revision of TOR for sub committees
- Capacity building of committee members
- Reporting from all events and gatherings
- Close collaboration with other committees

- Ensuring the financial resource of all event and gathering

Member of committees

Name number	position	Profession	contact
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Output:

- Annual event plan developed and implemented
- Action plan for each event in placed and used by committee member
- Event organizing committee established and operate
- Financial resources for each event ensured
- Report from each event and gathering provided

Deliverable:

- Committee update on AMA annual events and gatherings (following business plan of 2016) in each executive board meeting
- Monthly and annual progress report