

# **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 as well. 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

### **Specific Objective:**

(To be mentioned by committee member)

#### **1. Membership Development Committee**

This Committee is over all responsibility to focus and implement membership development program of AMA and reportable to Executive Board. The committee should update on progress of membership in each EB meeting.

The following are specific task and responsibilities

- Conduct regular meeting and review the progress of membership within AMA ( two meetings/ month),
- Establish a solid communication system with provincial chapters to get update of members ( New member, membership dissolution, update on status of membership)
- Properly implement mentorship development program ( MDP) out lined in business plan 2016
- Support AMA relevant staff in membership plan as well as update membership database

- Update and develop membership benefit package
- Provide training opportunity for AMA staff in database development
- Achieve the set target ( 600 or more midwives get registration in 2016) for upcoming year
- Distribution of Membership cards

Member of committees

Name number	position	Profession	contact
Amin Sultani			

**Output:**

- More than 600 midwives got memberships
- Database developed and updated
- Membership Development Program implemented by end of 2016
- Membership benefit package developed and implemented
- Membership card properly distributed

**Deliverable:**

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