

IEFG Steering Committee Terms of Reference

The International Education Funders Group (IEFG) is an affinity group for foundations and donor-advised funds that support basic education in the Global South. The group focuses primarily on learning and networking, trying to collectively strengthen its members' work and knowledge of the field. Its purpose is to help private funders have a stronger voice and impact in education by improving their strategic analyses and thinking, informing and assisting their grantmaking, and providing opportunities for collective learning and action.

IEFG's Steering Committee (SC) is the leadership body responsible for the organization's strategic direction and development. Steering Committee members volunteer their time to advance the goals and activities of the IEFG and help ensure that we are addressing our members' needs and interests. The Steering Committee is responsible for providing forward-thinking strategic vision, direction, support and oversight for the organization in the following ways:

Strategic Planning and Oversight:

- Provide recommendations on IEFG's programmatic direction, materials and management
- Ensure IEFG is responding to members' needs and interests
- Participate in strategic planning and evaluation processes
- Help guide IEFG's development and growth

Outreach and Representation:

- Help identify potential new members and encourage participation
- Informally represent IEFG at meetings and conferences
- Act as internal liaison between own foundation and IEFG

Budget and Fundraising:

- Encourage peers to voluntarily contribute to the IEFG in the form of grants or fees (i.e. as administrative costs).
- Provide guidance on IEFG's fundraising strategy
- Review and provide oversight of IEFG's budgets

Program Expertise, Guidance and Committee Participation:

- Participate in the Steering Committee's standing sub-committees, as needed. (e.g. New Members committee and the IEFG bi-annual planning committees) and/or
- Participate in ad-hoc advisory committees (past ad-hoc committees have included a Funders Platform committee, a finance committee, and a committee around the legal structure of the IEFG – fiscal sponsor vs 501(c)(3)).
- Provide expertise on education in the Global South, grantmaking, and field trends
- Play active role in IEFG's meetings and learning events

Time Commitment:

- An average of 3-4 hours per month, with total time per month varying according to workflow, events and committees; plus attendance at most bi-annual 2-day meetings.
- Regularly attend Steering Committee meetings, including review of meeting preparatory materials. There are six Steering Committee meetings per year, of which four are via teleconference (1.5 hours each), and two are in-person the day after the IEFG bi-annual meetings (3+ hours each).
- Participate on one IEFG subcommittee, namely:
 - Members committee (meets bi-monthly, 1 hr)
 - Events Committee (meets quarterly for 1 hr, with email in-between)
 - Finance Committee (meets quarterly, 1 hr)

- Governance Committee (FY20 meets monthly for 1 hr. In FY21, bi-monthly.)
- Active participation in most IIEFG bi-annual meetings
- Attend occasional learning events
- Ongoing communications with Steering Committee members and the Coordinator via email and phone
- Participation in advisory committees as noted above.

Term:

- Terms are three years. A term may be extended to four years with a majority vote from the Steering Committee.
- SC members are representative of their organization, not the individual (and may appoint an alternate person to sit long-term as the need arises).
- IIEFG re-evaluates the composition of the Steering Committee and optimally open 3-4 spots to new SC members each year (with the goal of gradually allowing the change of most SC members over three years).

Composition:

- 9 to 12 IIEFG members
- The Steering Committee aims to replicate the diversity of its membership. As such, the coordinator carries out a yearly tally of SC members, and encourage representation across the following categories (note: each organization represents multiple categories):
 - Geography: Granting to Africa, Asia and Latin America
 - Size: Small, Medium and Large Foundations
 - Engagement: Granting/activities in international advocacy; service provision; and grass-roots groups
- We encourage foundations to put their name forward. Based on need in the above categories, nominations will also be considered.
- As financial contributions are encouraged but voluntary, SC members need not be financially contributing members; major contributors are encouraged to be represented on the Steering Committee.
- In order to ensure a balance of voices across the IIEFG's Steering Committee, organizations are asked to nominate a primary/lead individual to represent their organization on the Steering Committee, who is expected to attend, participate and vote in IIEFG Steering Committee meetings and the subcommittee(s) on which they serve. Organizations are welcome to nominate an alternate, to serve as proxy when the primary is unavailable, but the alternate's role is limited to this role. Only one individual per organization may attend the IIEFG Steering Committee/subcommittee meetings. It is expected the primary will remain as the representative through the duration of the term, however, if needed, they may appoint an alternate person from their organization to fulfil their term.

If you are interested in joining the IIEFG Steering Committee, please contact the IIEFG Executive Director, Megan. Requests for nominations are usually put out early in the new year, for announcement at the IIEFG February/March Meeting.