



Terms of Reference

Outcome Mapping Learning Community Stewards Group

A. Purpose

1. The Stewards Group (SG) is the forum for overseeing the Outcome Mapping Learning Community (OMLC) as a self-sustaining practitioner network. The SG members, known as Stewards, serve as the Board of Directors for the OMLC and support the OMLC Coordinator in planning, long-term strategy development, fundraising initiatives and management decisions. The SG ensures alignment and coordination of the OMLC working groups and OMLC research, communication and capacity building projects.
2. The SG is guided by the vision and mission of the OMLC and the current strategic plan.

B. Roles and Responsibilities

3. Stewards will:
 - 3.1. In consultation with the membership of the OMLC, develop and approve the strategic plan for the community.
 - 3.2. Oversee and monitor the implementation and effectiveness of the strategic plan.
 - 3.3. Promote the OMLC among peers, donors, and other international organizations to recruit new members and facilitate learning and sharing in different contexts and languages.
 - 3.4. Provide the OMLC Coordinator with the support he or she needs to manage the OMLC.
 - 3.5. Seek adequate financial resources for the OMLC to fulfil its mission.
 - 3.6. Assist the OMLC Coordinator in developing the annual budget and put in place the proper financial controls.
 - 3.7. Build a competent SG; develop prerequisites and orient new members, periodically evaluate SG performance and recruit SG replacements within the community, ensuring diverse representation.
 - 3.8. Act as ambassadors for Outcome Mapping, linking it with other communities, networks or agencies and provide a link between OM and other emerging ideas.
 - 3.9. Meet up to five times a year virtually and if possible meet once a year face-to-face.
 - 3.10. Nominate new Stewards.
4. Stewards are expected to contribute their time for these responsibilities in-kind. The expected time investment is typically 1-2 hours a week or 8-12 days a year.
5. Any work undertaken by a Steward for the OMLC beyond the responsibilities listed above may be treated by the Stewards as separate and distinct from their duties as a Steward. In these cases it may be appropriate to contract the Steward to undertake this work and pay her or him a suitable fee. To avoid

any perceived conflict of interest the paid Steward will managed by the Board through a separate working group made up of other Stewards.

C. Steward Group Membership

6. New Stewards are proposed by existing Stewards and elected by the OMLC General Assembly.
7. The SG will include a maximum of 9 members (8 Stewards plus the OMLC Coordinator) from diverse backgrounds i.e. experience, geography, gender.
8. The role of the Steward is voluntary and is not remunerated beyond what is described in point 5 above.
9. The OMLC Coordinator is a de-facto member of the SG.
10. Stewards are de-facto members of the General Assembly, and will be invited to remain members of the General Assembly after their term as Stewards comes to an end.
11. The SG will select one of their members to chair. The SG Chair will be elected annually and will work with the OMLC Coordinator to plan the Stewards meetings.
12. Past Stewards and others who have made considerable contribution to the community are invited by the current SG to join the group of OM Advisors.

D. Term

13. Terms will commence from April and will serve 3 years.
14. Stewards can serve a maximum of three terms.
15. Two Stewards' terms expire in 2016, two in 2017 and two in 2018.
16. The SG Chair can serve more than one term if the group is in agreement.
17. A Steward can resign at any time she or he wishes by writing to all other Stewards and must provide a minimum of three months' notice.
18. A Steward can be dismissed by agreement of all other Stewards.
19. Selection for replacement Stewards should be held within three months.

E. Decision Making

20. Quorum is 50% of current SG membership plus one.
21. While a shared goal of the SG members will be to reach decisions unanimously, votes will occasionally be necessary.
22. All members of SG, including the chair, will have one vote in all SG decisions.
23. A simple majority is required for all votes: 50% plus one of the members present must vote in favour.

F. Coordination and Administration

24. The SG Chair will coordinate the work of the SG and the OMLC Coordinator will provide administrative support for the SG.

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