

Trust for Democratic Education and Accountability

Terms of Reference

Annex-1

Title: Chief Executive Officer and Ex-Officio Secretary to the Board of Trustees

Reports to: Board of Trustees

Scope of Work

The Chief Executive Officer (CEO) is the leader of an effective and cohesive management team for the Trust, setting the tone for the Secretariat and Project Offices by demonstrating consistent values of high ethical standards, integrity and fairness. S/he bears the responsibility to ensure that the Trust and its projects meet their short-term operational and long-term strategic goals and objectives. S/he shall have such skills and abilities as are considered necessary by the Board of Trustees. S/he shall act honestly and in good faith in the best interests of the Trust and its stakeholders and must exercise care, diligence and skill to steer the operations of the Trust. S/he works is accountable to Board of Trustees for long-term strategic goals and objectives of Trust.

Responsibilities

The CEO has the following specific responsibilities:

a) Strategic Leadership

- i. develop and recommend short and long-term goals, strategies, and objectives to the Trustees to ensure the maximization of TDEA resources and the long-term success of the TDEA;
- ii. lead and manage the TDEA within parameters established by the BOT;
 - iii. review and report regularly to the BOT concerning the TDEA's progress towards its goals and all material deviations from the goals, strategies, and objectives approved by the BOT, including updating and making changes as required, and involving the BOT in the early stages of developing strategy;
 - iv. develop, recommend to the BOT and implement Programs and Projects that support the TDEA's long-term strategic objectives;
 - v. review and report regularly to the BOT on the overall progress and results against operating and financial objectives and initiate courses of action for improvement;
 - vi. identify the principal risks of the TDEA's operations and ensure the implementation of appropriate systems to manage and implement strategies to mitigate these risks; and
 - vii. keep the BOT fully informed of all significant operational, financial, and other matters relevant to the TDEA, including legal, regulatory, and governmental policy developments.

b) Financial Leadership

- Develop annual operating forecasts of revenue, expenditures, operational results, and financial performance;
- i. authorize commitment of TDEA resources, including contracts, transactions and arrangements in course of TDEA business, in order to pursue the approved strategies, plans, and objectives of the TDEA, provided, however, that major commitments, exposures, and risks are reported to the BOT in a regular and timely basis; and
 - ii. take reasonable steps to ensure that the TDEA's assets are adequately safeguarded and optimized in the best interests of the Trust.

c) Administrative Leadership

- i. develop and maintain a sound, effective organizational structure and ensure that personnel and systems are in place to appropriately manage the affairs of the TDEA;
- ii. maintain a positive work environment that is conducive to attracting, retaining and motivating a diverse group of top-quality employees at all levels;
- iii. ensure that all members of TDEA have their responsibilities and authorities clearly established;
- iv. ensure, in consultation with the BOT, that there is an effective succession plan in place for the position of CEO; and
- v. ensure that the TDEA has an effective management team and establish a plan for senior management development and succession, including the appointment, training and monitoring of senior management.

d) Compliance Leadership

- i. ensure that appropriate personnel and systems are in place for the integrity and adequacy of the TDEA's internal control and management information systems.
- ii. take steps to ensure the safe, efficient operation of the TDEA and to ensure compliance with the TDEA's environmental, health, and safety policies, procedures, and practices;
- iii. ensure that all operations and activities of the TDEA are conducted in accordance with applicable laws, regulations, the TDEA's Code of Ethics, sound best practices, and any other policies and practices approved by the BOT; and
- iv. foster a high performance working culture that promotes ethical practices, encourages individual integrity and accountability, and fulfills social responsibility.