

JORDAN REFUGEE RESPONSE Irbid Co-ordination Working Group (ICWG): Co-Chair Terms of Reference (ToR)



Term Length

The term of the Co-Chair is six months. The term begins with the election of a Co-Chair and ends with the next election of Co-Chair.

Responsibilities

The Co-Chair shares the responsibilities of communicating with partners between meetings, strengthening the linkages between Irbid Coordination and other sectors/coordination groups in Jordan, gathering feedback, preparing agendas, coordinating presentations, and recording minutes.

Eligibility

The Co-Chair must be a partner organization operating within Irbid, Jerash, and/or Ajloun Governorates and must be an active member with the Irbid Coordination Working Group.

Nominations

Self-nominations for the position of Co-Chair must be emailed to Katherine Dunn (dunnk@unhcr.org) and Ghassan Shehadeh (shehadeh@unhcr.org) **by no later than COB on the Sunday before the Coordination meeting.**

Statement of Interest

Confirmation of interest from nominated candidates must be posted to the ICWG Chair and existing Co-Chair by no later than **COB of the Tuesday before the meeting in which the election will take place.** In addition, candidates will be asked to present themselves and a description of how they will contribute to the Coordination Group during the meeting, before the voting.

Election Process

Voting is conducted by secret ballot during the Coordination meeting. Each organization is allowed one vote. The organization receiving the most votes shall be elected the Co-Chair for the next six-month period until the following election following the same procedures.

Notification

The election of the Co-Chair is done in an open and transparent process. The vote totals are counted on the spot in the meeting and documented as part of the minutes.

Resignation of the Co-Chair

If, for any reason, the Co-Chair must resign their position during the calendar year, the nominated organization shall be responsible to find a replacement to resume the Co-Chair duties.