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## Individual member to HQAI's General Assembly - Volunteer Role Description

Location: home-based

Specificities: Pro-Bono Governance Position

Start date: Q2 2025

Engagement: minimum two General Assembly (GA) meeting per year plus participation in working groups

### Background

HQAI's objective is to improve the Quality and Accountability of organisations working in the humanitarian and development ecosystem through the provision and promotion of meaningful and adapted independent quality assurance. Its services are intended to build capacity in the sector and provide consistent measurable data in the delivery of quality action, thus improving principled, accountable, efficient provision of aid to vulnerable and at-risk populations.

HQAI has developed robust tools to measure efficiently where an organisation stands in relation to the [Core Humanitarian Standard \(CHS\) on Quality and Accountability](#). HQAI is committed to the nine fundamental principles of the CHS and implements them as far as they are applicable to its own staff management, auditing and capability building activities.

To all its stakeholders, HQAI is an accountable, open and trustworthy partner, which applies the internationally recognised ground rules of auditing that are impartiality, competence, responsibility, openness, confidentiality and responsiveness to complaints. Our policies, procedures and tools for independent quality assurance follow relevant ISO standards requirements. HQAI's CHS certification scheme is accredited against ISO/IEC 17065:2012.

The General Assembly is the supreme power of HQAI and exercises the general oversight of the Association. It is composed of the members of HQAI.

### What we offer

This is a key opportunity to invest your skills, experience and time in a gratifying pro-bono role to strengthen accountability in the aid sector. In addition to the defined tasks of our General Assembly, we offer participation in formal and ad hoc working groups where there will be the chance to make specific contributions to positive change in the sector. HQAI's GA is collegial and participatory, offering members an opportunity to collaborate with a diverse set of experienced colleagues from across the humanitarian, private, and governmental sectors for the benefit of crisis affected peoples.

### Scope

This is a non-paid role as member of the General Assembly, offering the potential to support a unique quality assurance mission for the humanitarian and development ecosystem. In doing so, you can support the HQAI in achieving its objective to improve the quality and accountability of the sector. Read [here](#) about HQAI's current [strategy](#).

## **The General Assembly (GA)**

The formal powers and responsibilities of the General Assembly as per its Articles of Association are to:

- a) approve and amend the Articles of Association;
- b) approve the strategy and the annual budget;
- c) appoint and revoke the appointment of any person serving on the Board of Directors;
- d) appoint and revoke the appointment of any person serving on the Advisory and Complaint Board;
- e) approve the appointment of new members of HQAI.

Additionally, there are multiple opportunities to participate in working groups on different topics.

## **Timing and duration**

The proposed new membership is planned to start in Q2 CY 2025, pending election by the General Assembly. There is currently no time limit to the length of GA membership.

## **Qualifications and skills**

The members of the General Assembly shall be well experienced (minimum five years) and qualified and recognised professionals in their respective fields. Collectively they should represent the following expertise:

- a) A geographical and gender balance;
- b) Expertise in data gathering, business management, humanitarian response, development and quality assurance;
- c) The ability to facilitate contact and cooperation with the different stakeholders of HQAI, including but not limited to senior UN and government officials, NGOs, donors, and representatives of vulnerable and at-risk people;
- d) a deep interest into the subject of core humanitarian standards
- e) comfortable to work in English

**Applicants from the Global South with leadership / coordination experience are particularly welcomed.**

## **Application**

If you are excited by this proposition and can demonstrate ability to understand, analyse and review technically complex information, and would like to contribute time and expertise, we would be delighted to hear from you.

Interested candidates should submit their application, in English, by email to: [recruitment@hqai.org](mailto:recruitment@hqai.org)

Please email your CV and a cover letter (no longer than 2 pages), explaining the skills and experience you can bring to this role and your motivation for doing so. Please mention the "HQAI GA volunteer role" in the subject line. Deadline for applications: January 15, 2024.

Please note that at the end of this process a criminal record certificate of less than 3 months will be required.

Geneva, 11 December 2024