**Multiple Sclerosis International Federation**

**International Progressive MS Alliance**

**Executive Committee**

**Terms of Reference**

**Purpose:**

The Executive Committee leads all aspects of the International Progressive MS Alliance (the Alliance) including planning and budgeting, scientific review, research funding, global communications and fundraising.

**Reporting to:**

The Executive Committee shall report at least annually to the MSIF Board through its Chair with the view to engage the MS movement in this effort.

**Authority:**

The Executive Committee is a decision-making body responsible to implement the Alliance as endorsed by the MSIF Board of Directors.

**Composition:**

The Executive Committee shall be composed of:

**Voting Members:**

o CEOs of MS organizations that commit at any time: (1) funds of at least €765,000 over three years with €200,000 in year one ($ US 1 million at exchange rate of 7 May 2013), and (2) professional scientific staff to support the Alliance.

o The MSIF CEO.

**Non-Voting Members:**

o One lead scientific staff member connected with each CEO.

o The Scientific Steering Committee Chair.

**Attendance:**

o Communication, Fundraising and other staff of relevant MSIF member organisations will be invited by the Chair of the Executive Committee as relevant to the agenda of the meetings.

**Chair**

The CEO of the lead agency shall serve as the chair. In the event the chair does not already serve on the MSIF board, she or he shall be nominated to do so.

**Vice Chair**

In the event the Chair is unavailable for a meeting, the Vice Chair will serve as Chair for that meeting. In addition, the Vice Chair will be a partner in developing agendas for in person meetings of the Executive Committee. The Vice Chair must be a voting member of the executive committee and is appointed by the Chair. The Vice Chair may fill in as chair for up to 3 months. In the event the Chair is unable to serve for more than 3 months, an appropriate alternate will be appointed from the lead agency.

**Involvement of people with MS**

People with MS play an essential role informing the direction of the research strategy as volunteers on the Scientific Steering Committee. Consequently, the Executive Committee will seek advice from time to time from these persons on the steering committee and/or from the MSIF board’s Persons with MS Advisory Committee.

**Terms of Office:** *(Section Updated & Approved by EC)*

All members of the Executive Committee may serve as long as the requirements for membership are fulfilled.

**Scope and Mandate:**

The Executive Committee shall:

o **Approve** the overall scientific direction of the Alliance.

o **Approve** MSIF’s global fundraising plan for final sign-off by MSIF’s Board.

o **Approve** the overall communications plan including the brand and name of the initiative with emphasis on its international nature.

o **Review and Approve** the annual budget for Alliance research funding, scientific and finance operations.

o **Allocate and release** funds.

o **Assign** staff to work in the Alliance.

o **Appoint** the chair of the steering committee with the advice of the steering committee.

o **Authority** in exceptional circumstances, to remove a member(s) of the steering committee.

The National MS Society (USA) shall:

o **Operate** as the lead agency responsible for the management, coordination and administration of research and finance.

**Meetings:**

Meetings of the Executive Committee will be held at the minimum 4 times a year and may be held more frequently at the discretion of any voting member of the Committee. Meetings will typically be held by teleconference. The Executive Committee will convene in person at least twice a year in connection with MSIF CEO Advisory Board meetings.

The Chair will ensure that a draft agenda for each meeting and the required documentation is circulated one week prior to each meeting.

**Quorum and Voting:**

1. A simple majority of members of the Executive Committee voting members shall constitute a quorum for the transaction of business.

2. Unanimous agreement is desired; however, decisions may be made by majority vote.

3. In the event of a tie, the chair will have a casting vote in addition to his or her own.

**Evaluation:**

The Executive Committee shall conduct an annual self-assessment for the purpose of continuous improvement. Each Executive Committee member will be solicited for feedback via survey.

**Support and Resources:**

Convening and other administrative support for the Executive Committee shall be provided by the Project Manager, a full-time staff member employed by the lead agency, dedicated to the Alliance. There will be a record of decisions made in the minutes of the formal meetings.