



## **The Cash Learning Partnership (CaLP)**

### **MEMBERSHIP**

#### **Terms of Reference (ToR)**

##### **I. Background**

The Strategic Review of the CaLP (2014) confirmed that, in order to be more representative and to have greater leverage and influence, CaLP should expand its membership to include a diverse range of members with experience in Cash Transfer Programming (CTP). CaLP will thus open up its Membership to interested organisations, institutions, agencies and independent experts providing the opportunity for greater engagement with the CaLP.

The Review also confirmed the decision to modify the governing structures of CaLP and to divide the functions of the previous CaLP Steering Committee into two distinct bodies: a high-level Board of Directors (Board) and a Technical Advisory Group (TAG). While the Board will provide leadership at a strategic level, ensuring organisational buy-in, commitment from members and external influence, the TAG will provide cross-sectional representation, support the substantive work of CaLP, and ensure that high standards and field linkages are maintained.

This document introduces the ToR for Membership to CaLP and constitutes the framework under which members to CaLP will be identified and selected, as well as the guiding roles, responsibilities and expectations of members.

##### **II. Composition**

The CaLP Membership will be open to members from diverse backgrounds, including non-governmental organisations (NGOs), donors, UN agencies, academic institutions, independent experts<sup>1</sup>, private sector actors, humanitarian networks, inter-agency initiatives and National Disaster Management Authorities.

##### **III. Benefits of Membership**

- The ability to participate in CaLP annual meetings (one representative).
- The ability to apply for a position on the CaLP Technical Advisory Group according to specific application criteria (see Technical Advisory Group TOR for more details).
- The ability to express interest for a position on the CaLP Board of Directors according to specific criteria (see Board of Directors TOR for more details)

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<sup>1</sup> Proof of legal registration will be requested.

- Credits and visibility on selected CaLP communications.
- CaLP can attend members' learning events to present CaLP's recent work when appropriate and based on financial and human resource availability.
- Members can request up to 20 copies of any new CaLP publication, excluding delivery costs.
- Members will receive the CaLP work plan and an annual update.

#### IV. Roles, Responsibilities, and Expectations

- Ensure that senior team members and Chief Executives of their organisations/networks as applicable are aware of CaLP and what CaLP stands for.
- Regularly participate in meetings, events and respond to any surveys sent by CaLP.
- Sharing material produced around cash transfer programming and related topics.
- Promotion of CaLP and its activities:
  - To increase awareness of CaLP and its activities through disseminating relevant CaLP material and activities.
  - To contribute to CaLP's communication operations including newsletters and discussion forums.
- Contribute to fundraising activities as relevant and appropriate (see the [Membership Application pack](#))
- Pay promptly any sums due to CaLP.
- Respect the autonomy of CaLP even when its advocacy might be in conflict with the members' own policies.

#### V. Membership Contribution Structure

Membership applicants are required to make an annual membership contribution related to the size of their turnover as per below table. All figures are in British Pounds (GBP).

<b>CaLP Membership Annual Financial Contribution in GBP</b>		
<i>Tier</i>	<i>Annual membership contribution (GBP)</i>	<i>Based on estimated annual turnover (GBP)</i>
1	10,000	Above 150 million GBP
2	5,000	50-150 million GBP
3	2,500	25-50 million GBP
4	1,000	10-25 million GBP
5	500	5-10 million GBP
6	200	1-5 million GBP
7	100	Below 1 million GBP

## **VI. Criteria for Membership**

Membership applications will be screened to ensure each member meets the minimum criteria listed below:

- Alignment with CaLP's global vision and goal;
- Demonstrated commitment to humanitarian principles, transparency, coordination, accountability, quality and improving performance. Private sector organisations/independent experts should demonstrate a commitment to Corporate Social Responsibility.

## **VII. Other Information**

### *A. Membership Review and Termination of Membership*

CaLP operates a common membership year for all members (April to March), with annual fees in the first year pro rata according to when a member joins, and how much time remains in the first membership year.

Members join on the basis that they are committing to membership for a period of at least 3 years, and that membership will renew on a rolling, annual basis.

Fees are issued by CaLP during the last month of the membership year, for payment in the first month of the new membership year. Members can withdraw from CaLP by writing in the months of March or September each year, by the last calendar day.

Upon request for termination of membership, membership will cease at the end or the 6-month mark of the membership year as applicable. No refund of membership fees will be due.

Members who do not continue to comply with the membership criteria will be requested to adhere to their responsibilities in the future or withdraw their membership.