

Terms of Reference for the ZOA Advisory Group (ZAG)

1. Aim

ZAG aims to provide advice on project programming, planning and budgeting to the ZOA (Rome) Committee, and to help ensure that the decision-making processes and financial management of the ZOA are transparent and accountable. Final decisions on action lie with, and are the responsibility of, the ZOA Committee.

2. Composition and Organisation

- a. ZAG will be composed of up to 6 members, who will be drawn from the St George's School community.
- b. The members will have an interest in the work of ZOA, and will have relevant development or project experience and/or contacts, preferably in Africa.
- c. The Treasurer of the ZOA will be a member of ZAG, and will liaise between the ZOA Committee (by regularly attending Committee meetings) and ZAG.
- d. ZAG members will communicate on a regular basis, via email, telephone or meetings, as they deem necessary.

3. Activities

- a. ZAG members will be available to help the ZOA Committee undertake tasks (such as research, grant applications, project planning etc) as the Committee sees fit.
- b. ZAG will act in an advisory capacity to the Committee, for example in helping to prioritise expenditure, or in discussing the viability of specific project proposals.
- c. ZAG (primarily through the ZOA Treasurer) will help ensure financial accountability by keeping records of all transactions involving monies raised by ZOA Rome (receipts and expenditure).
- c. ZAG will help ensure that an accountable paper trail exists for discussions involving ZOA decision-making:
 - To maintain an institutional memory of decision-making;
 - To allow any member of staff, parent or pupil with an interest in the work of ZOA to trace decisions, and to be reassured that the processes of decision-making and fund allocation are prioritised, according to the long-term objectives of ZOA, and are open and accountable.

These TOR were discussed, amended as necessary, and agreed by the ZOA Committee.

March 2008