

MEMBERSHIP OVERVIEW & PROCEDURES

Membership

The Coalition welcomes members from the private sector, investment & donor community and development sector.

The Members are represented through two governing bodies: the Steering Committee and the Partnership Council. Additionally, we convene a Cohort Council and Investment Council. Each group is described below:

- Sector leading corporate entities and donors engage in the **Steering Committee** and drive the strategy and agenda of the organisation.
- Corporate Associate Members, leading NGOs and Academic Institutions make up the **Partnership Council** which advises and inputs into TBC activities.
- Accelerator Programme Alumni are invited into the **Cohort Council** and participate in all member meetings.
- Select investors, interested in collaborating on innovative financing mechanisms for the sector are invited to join the **Investment Council**.

The full membership convenes twice a year to discuss mission priorities and activities. The Steering Committee, Cohort Council and Investment Council also convene on a quarterly basis.

The membership inputs into the Coalition's work through a Roundtable mechanism where global members are able to bring experts from across their organisation to input into projects, learn from and engage with other members. Roundtables are convened to catalyse and advise thematic and regional growth and are assembled on a fixed term as needed basis.

Become a member

Parties interested in becoming Members of the Toilet Board Coalition's Steering Committee, Partnership Council or Investment Council can express an interest by emailing secretariat@toiletboard.org. The team member responsible for member engagement will then be in touch to set up an introductory call to learn more about the organization.

In most cases, interested parties can observe meetings for a maximum of a six-month period before filing a request for membership. New member approvals in both the Steering Committee and Partnership Council are taken by a vote in the Steering Committee.

Parties interested in joining the Cohort Council need to have successfully completed the Accelerator programming. There are rolling applications to that annual program. The link to the coming year's application can be found at www.toiletboard.org.

Competition

The Steering Committee is established as a non-competitive space and so only one business per sector is possible. The Toilet Board Coalition does welcome competitors to join as Global Associate Members and to play an active role in the Partnership Council, Roundtables and projects. As detailed in the membership chart, Steering Committee members do have first review of mentorship and project opportunities.

Three levels of corporate membership with differing levels of engagement

	Regional Associate Member	Global Associate Member	Steering Committee Member
Steering Committee Participation			1 Voting Representative No competitors
Partnership Council Participation		1 Representative	1 Representative
Accelerator Company Mentorship		Second Choice Review	First Choice Review
Project Opportunities / Roundtable Participation	Proposal of new Participation in one Regional Roundtable	Second Choice Review Proposal of new Participation in 1 Thematic and 1 Regional	First Choice Review Support / Approval of all new roundtables Open participation
Contribution and first access to reports/ research	Regional Only	Global	Priority for features
Support for advocacy and communications	Regional Only	Global	Priority for content development
Participation in TBC Events & Communications	Regional Only	Global	Priority for speaking opportunities
Commitment	€10'000 Annual Membership Fee + Project Fees 2 yr rolling commitment	20,000 Annual Membership Fee + Project Fees 2 yr rolling commitment	€240,000 Annual Membership Fee 3 yr commitment

Three membership profiles for non-corporate entities

	Partnership Council <i>Bring Sector Expertise</i>	Cohort Council <i>Grow Accelerator Impact</i>	Investment Council <i>Bring investment lens and evaluation</i>
Eligible Entities	NGOs, Academic Institutions, Network Partners	Accelerator Alumni	DFIs, Donors, Investors
Voting Rights	Non-voting Members		
Programme Engagement	Participate in Roundtables to advise	<ul style="list-style-type: none"> Participate in Roundtables to advise or learn Potential to participate in projects and contribute to publications 	Participate in Roundtables to advise or invest
Commitment	<ul style="list-style-type: none"> 2 yr rolling commitment 50hrs in-kind support per year through meetings and Roundtables (from across the organisation) 	<ul style="list-style-type: none"> 2 yr rolling commitment 50hrs in-kind support per year through meetings and Roundtables (from across the organisation) 	<ul style="list-style-type: none"> 2 yr. rolling commitment Fee bespoke to agreements but min. 50hrs in-kind support per year through meetings and Roundtables

Roundtables

In 2021 the Toilet Board Coalition has introduced a Roundtable mechanism which enables the TBC to work in a more agile manner by creating focal points of engagement and providing an attractive and compelling avenue for existing and new member engagement.

- Convened as needed from members on fixed-term basis, as long as supported by the Steering Committee
- Representation from all stakeholder types.
- Oversee and catalyse regional or thematic work
- Designed to be self-funding through new membership structure

Launching Roundtables

Roundtables may be proposed by any member to the Secretariat who will then bring the proposal before the Steering Committee for a decision of support. All Roundtables must secure the support of a Steering Committee member who then acts as an anchor aligning the Roundtable's activities with the TBC's overarching mission and work. Roundtables are 'co-chaired' by the Steering Committee member and operationally supported by the Secretariat.

As a Coalition, members advance together, and so Roundtables must have multiple member parties interested to engage to activate a launch.

Roundtables can be proposed around a specific theme or geography and are chartered to explore the areas detailed in the table below:

Regional Roundtables	Thematic Roundtables
<p>Goal: Adapt and strengthen the sanitation economy to a <u>regional context</u> and invest in targeted activities to enable its success.</p> <ul style="list-style-type: none">• Chair: Define a set of 3-5 year goals for the TBC in this region aligned with TBC targets• Identify research questions for the region (<i>e.g., estimated size of SE Economy, current landscape, enablers and barriers such as available SMEs, policy, regulation, etc</i>)• Identify project and scale potential: What is the member and stakeholder interest in demonstrations/projects?• Develop the pipeline: Is there a pipeline of innovations and/or accelerator companies? How can we advance/strengthen it?	<p>Goal: Evidence building, demonstration projects, and stakeholder engagement around a theme:</p> <ul style="list-style-type: none">• Chair: Shape 1-5 year goals for the TBC and stakeholders within this theme aligned with TBC targets• Build a stakeholder/member network to participate in this thematic roundtable• Explore the relevance and relationship of the theme and the Sanitation Economy.• Identify the existing evidence or research questions to be addressed, contribute to the body of evidence.• Demonstrate feasibility of SE in this theme through Innovation Lab, Scale Project, or Accelerator engagement.

Operating Roundtables & Developing Projects

Each Roundtable is intended to be focused on the development and execution of a project – be it an Innovation Lab, Strategic Project or Publication. After securing Steering Committee support, a roundtable can open its doors to existing and potential new members to join. Potential new members are invited to observe a roundtable for no more than six months before needing to join as Associate Members.

Included in each Steering Committee Member package is the opportunity to commission and work on one project (Innovation Lab, Scale Project or Publication) with the Coalition. This is executed through a Roundtable and welcomes additional member participants to it.

If a potential new member proposes a project to the TBC it must have Steering Committee support to activate a Roundtable. The Steering Committee member can Chair the round table but does not necessarily need to participate in the project and incur project fees. The requirement for two members to be engaged however still stands. If the Steering Committee member does want to participate in an additional project they are welcome and will incur the associated project implementation costs.

Project implementation costs (which are calculated in addition to and separate from Associate Member fees) are calculated a la carte based on the specific project and split between members, further incentivising existing members to bring in other members to the project.

This arrangement ensures our programme development adheres to our identity as a Coalition, stays aligned to our long-term vision and mission and protects the resource balance and value of our work.

Finishing Roundtables

Roundtables are developed on a fixed term basis and designed to foster and fuel projects. By this nature, when a project completes, or it becomes clear a project will not materialize, the Roundtable should be closed and a closure report submitted to the Steering Committee. Closure reports should detail the formation objectives, lessons learned and impact/outcomes achieved. The closure report is a confidential member document produced in addition to any public reports highlighting the project work undertaken by the Roundtable. Closure reports should be filed within six months of the Roundtable's final activity.

Decision Making & Accountability

The Steering Committee and Secretariat agree on an annual basis the work programme and key performance indicators (KPIs) for the programme. A monthly update against these objectives is circulated to the membership to share progress. Beginning in 2021, the Coalition is also preparing to publish a periodic Progress Report which details the collective's impact and outcomes of the programme. Further accountability and decision-making processes are detailed in the organisation's Articles of Association.

This governance document has been reviewed to ensure that the Toilet Board Coalition operates under a structure of good governance, reflecting well on its members, operations and furthering its impact.