



## INTRODUCTION

The role of the Steering Committee is to ensure strategic alignment of the development and deployment of FSA tools and services with member and industry needs and priorities. It supports the SAI Platform Executive Committee (ExCo) by providing advice and carrying out delegated tasks. The Steering Committee is to develop FSA tools, documents, and services on behalf of the ExCo. This document sets out the remit and duration of the FSA Steering Committee.

## SCOPE

The Steering Committee shall operate within and in accordance with the parameters set out in the FSA Governance Framework.

The Steering Committees remit will be restricted to all matters relate to the FSA, including any partnership agreements with third parties which operate FSA services on behalf of SAI platform.

The Steering Committee will strive to take all decisions by consensus. If consensus cannot be achieved, the decision will be escalated to the ExCo.

## ROLE AND OBJECTIVES

The Steering Committee is responsible for:

- Overseeing and guiding the development of new FSA tools, documents, and services
- Recommending the FSA annual workplan and corresponding budget request to the ExCo
- Monitoring the implementation of the annual workplan and budget realization by the FSA Secretariat
- Setting up Workstreams to develop and maintain FSA tools, documents, and services
- Appointing members onto the Workstreams



## COMPOSITION

The Steering Committee will be populated according to Section 3.2 of the FSA Governance Framework.

It will strive to maintain a membership of 8 individuals who fulfil the requirements set out in the Role Description (Annex A) of the Steering Committee. The composition will ideally reflect the diversity of the SAI Platform membership using and contributing to the FSA. Members commit to a two-year term and can be reappointed after the term ends. Members can serve a maximum of two consecutive terms. Membership of the Steering Committee will be personal and voluntarily and will not be remunerated. Members of the Steering Committee must be working for a SAI Platform member company.

The Steering Committee will choose a Chair from their midst by consensus. If no consensus can be reached, the Chair will be appointed through a closed vote that will be administered by the ExCo. The maximum term for a Chair is three years. The Chair must be a representative of a SAI Platform full member company.

The Steering Committee will be supported by the SAI Platform Secretariat, which may bring in subject matter experts as and when needed.

## STATEMENT OF WORK

The Steering Committee will agree a Statement of Work (SOW) at least once a year, stating the agreed goals and deliverables. The SOW may be amended throughout the year based on the Steering Committees review and makes up an integral part of this Terms of Reference (Annex B).

## QUESTIONS AND RECOMMENDATIONS

Please contact the FSA Helpdesk for questions you may have at [fsa@saiplatform.org](mailto:fsa@saiplatform.org).



## ANNEX A Role description Steering Committee Member

This role description functions as guidance for the ExCo and the Steering Committee in recruiting and appointing new committee members.

### Role Overview

Key Dimensions of Role:

1. With the rest of the Steering Committee, provide advice to the ExCo on any FSA related issues that have major effect on the value proposition of SAI Platform membership or progress towards its mission.
2. Provide development support to the SAI Platform Secretariat for FSA Programme related tools, documents, and guidance documents
3. Advise on any decisions pertaining to the purpose, strategy, and operations of the FSA programme.

### Time commitment to fulfil the Role:

The Steering Committee commits to deliver against the Terms of Reference and the annual Statement of Work. It has a significant degree of freedom to determine how and if they choose to go beyond the currently requested Outputs. This will all impact on the time commitment required to fulfil this role. SAI Platform expects Steering Committee members to put in time and efforts that are supportive of the committees' objectives. While this may vary per individual, we believe that an average of 2 hours a month is a realistic estimate. Committee membership will be a voluntary role, with no remuneration available. Expenses can be covered in exceptional cases.

### Chairperson responsibilities

The chairperson of the Steering Committee prepares the committee meetings with support of the SAI Platform Secretariat, chairs the meetings, manages the relationships within the Steering Committee, and keeps track of performance against the ToR and SOW. This means the expected time commitment will be higher for the chair person, estimated at an average of 5 hours per month.



### Person specification Essential Qualifications, Knowledge & Experience and Skills

- Demonstrated understanding of the farming and/or Food & Beverage industry, particularly as it relates to sustainability
- Relevant network in the Agriculture, Food and Beverage supply chains, service providers and SAI Platform stakeholder community
- Professional proficiency in English
- Demonstrated awareness and sensitivity in accommodating and managing a wide range of perspectives and cultures
- Good insight in the organisational and resource requirements for running a pre-competitive improvement and validation programme

### Desirable Qualifications, Knowledge & Experience and Skills

- Proven experience developing and operating Voluntary Sustainability Schemes
- Good communication skills, able to easily explain and discuss difficult concepts to key stakeholders – including in writing
- Seniority within the member organization
- Strong network within the industry
- Extensive industry awareness

### Specialist Knowledge and Experience Required on Committee Level

- System Design and Management
- Marketing and communications
- Claims and Labeling
- Data Management
- Behavior change
- Revenue models
- Organizational management
- Change management