



Terms of Reference of NNN Vice Chair 2025

Background

The NTD NGO Network (NNN) is a global forum for NGOs to contribute to the global control, elimination, and management of consequences of NTDs outlined within the internationally agreed World Health Organization (WHO) NTD road map.

*Our **vision** is a world free of NTDs.*

*Our **purpose** is to enhance the contribution of member NGOs towards that vision.*

*Our **objectives** to achieve our vision and purpose are:*

To be the unified NGO voice on common issues to achieve our NTD goals.

To enhance our community of practice through membership engagement, learning and sharing knowledge.

Our **values** of participation, legitimacy, creativity, and independence guide our NNN community in achieving these objectives.

Our **membership** is open to any NGO or academic institution that is engaged in the fight against NTDs. Other organisations are welcome to join our work as active observers.

NNN is governed by an **Executive Committee (ExCo)**, which is composed of the NNN Chair, Vice Chair and Immediate Past Chair (collectively known as the Steering Committee); Chairs, co-Chairs or designated representative from the various disease-specific, and cross-cutting working groups; the NNN Secretariat and NNN representatives for other networks, such as UTC, ESPEN, etc.

The Vice-Chair, Chair and Immediate Past Chair are required to serve a year in each role, unless otherwise agreed.

Roles and responsibilities Applicable to all members of the ExCo

- Adhere to the values of the NNN in all their efforts and decision making.
- Attend at least three quarters of all meetings/year, with at least one of these being a face-to-face meeting.
- Contribute time and effort to initiatives in between meetings.

All representative positions are voluntary and non-remunerated.



Chair

- Provides overall leadership to the Network and to the ExCo, working closely with the Vice Chair and Immediate Past Chair collaboratively as a strong team.
- Chairs and facilitates NNN ExCo meetings
- Chairs the NNN annual conference.
- Chairs the ExCo Steering Committee (SC).
- Reports to the membership on NNN progress at the annual conference.
- Represents NNN in external meetings or delegates as required.

Vice Chair

- Support the Chair and Immediate Past Chair in their work for the NNN to contribute to the global control, elimination, and management of consequences of NTDs outlined within the internationally agreed World Health Organization (WHO) NTD road map 2030.
- Provide support and advice to the Chair in decision making, act for the Chair when the Chair is not available and assists with operational activities of the network.
- Serve as a member of the NNN Steering Committee, the implementation arm of the NNN Executive Committee.
- Chairs the Conference Committee and leads the organisation of the annual conference.
- Represents NNN in external meetings as required.

Immediate Past Chair

- Provides an integral link for organisational memory, history of past decision making and knowledge of members.
- Provides support and advice to the Chair in decision making, acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.
- Is a member of the ExCo Steering Committee (SC).
- Represents NNN in external meetings as required.

Nominations

Nominations are expected to be received in writing, by completing the official [NNN Vice Chair nomination form](#) and submitting by no later than **Monday 15 September 2025**.