

TERMS OF REFERENCE: ADVISORY BOARD
THE SOIRÉE FOUNDATION

1. Background and Context

The Soirée Foundation is a not-for-profit organisation established in 2025 and registered as a company limited by guarantee. It operates as the social impact and community development arm of The Sunday Soirée, using culture-led, community-based approaches to advance mental health and wellbeing, creative opportunity, environmental stewardship, and social justice in Malawi.

The Foundation designs and delivers programmes that bridge community engagement with professional services, including free therapy access, wellness initiatives, sport-forward community spaces, creative development, and environmental projects. Through partnerships with qualified service providers and institutions, the Foundation aims to contribute to sustainable, inclusive, and culturally relevant pathways to care and opportunity.

In support of its mission and governance maturity, the Foundation is establishing an Advisory Board to provide independent, strategic, and professional guidance to its leadership.

2. Purpose of the Advisory Board

The Advisory Board exists to provide **strategic advice, sector expertise, and independent perspective** to strengthen the Foundation's mission, programmes, partnerships, and long-term sustainability. The Board does not hold fiduciary or legal authority but serves as a critical advisory body that enhances decision-making, accountability, and institutional credibility.

3. Objectives

The Advisory Board will:

- Provide strategic guidance aligned with the Foundation's vision, mission, and values
- Advise on programme design, impact, and scalability
- Strengthen partnerships, credibility, and stakeholder engagement
- Support governance development, risk awareness, and ethical practice
- Contribute to resource mobilisation, visibility, and long-term sustainability

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4. Scope of Advisory Responsibilities

Advisory Board members are expected to contribute in the following areas:

a) Strategic Direction

- Review and advise on the Foundation's strategic plans, priorities, and growth pathways
- Provide insights on policy, systems, and sector trends relevant to health, youth, culture, and social impact

b) Programmes and Impact

- Advise on programme relevance, quality, and alignment with community needs
- Support the development of monitoring, evaluation, and learning frameworks
- Ensure programmes reflect ethical, inclusive, and culturally appropriate practices

c) Partnerships and External Relations

- Support the identification and strengthening of partnerships with institutions, donors, and service providers
- Act as ambassadors for the Foundation where appropriate
- Provide guidance on stakeholder engagement and public positioning

d) Governance and Accountability

- Offer guidance on governance structures, policies, and best practice
- Support risk awareness, safeguarding, and ethical standards
- Advise on organisational policies related to data protection, safeguarding, and compliance

e) Resource Mobilisation and Sustainability

- Provide strategic advice on fundraising, sponsorship, and long-term sustainability
- Support access to networks and opportunities aligned with the Foundation's mission

5. Composition and Membership

- The Advisory Board shall consist of **five (5) members**
- Composition shall aim for **three (3) female and two (2) male members**
- Members should be between **28 and 45 years of age**
- Members should bring expertise in one or more of the following areas:
 - Mental health, public health, or social services
 - Youth development or community engagement
 - Policy, governance, or systems strengthening
 - Creative industries or cultural development
 - Finance, law, or organisational development

Appointments will be made to ensure diversity of skills, experience, and perspectives.

6. Term of Appointment

- Advisory Board members shall serve a 1-year term, with the possibility of renewal subject to mutual agreement
- This is a voluntary, non-remunerated position
- Reasonable, pre-approved expenses incurred in the course of Advisory Board duties may be reimbursed

7. Roles and Expectations of Members

Members are expected to:

- Act in the best interest of the Foundation and its beneficiaries
- Provide independent, constructive, and professional advice
- Prepare for and actively participate in meetings
- Maintain confidentiality and uphold ethical standards
- Declare any conflicts of interest and act with integrity
- Commit time for meetings, preparation, and occasional ad-hoc consultation

8. Meetings and Working Methods

- The Advisory Board shall meet quarterly, with additional meetings as required
- Meetings may be held in person or virtually
- The Foundation shall provide meeting agendas, materials, and minutes
- Decisions are advisory and made by consensus where possible

9. Relationship with Management

The Advisory Board reports to and advises the Management Team of The Soirée Foundation. While the Board does not hold decision-making authority, its recommendations will be given due consideration and formally acknowledged by management.

10. Confidentiality and Ethics

All Advisory Board members shall:

- Treat information received through their role as confidential
- Uphold safeguarding, data protection, and ethical standards
- Avoid conflicts of interest and disclose any potential conflicts promptly

11. Review of Terms of Reference

These Terms of Reference shall be reviewed annually and may be amended by The Foundation as required to reflect organisational growth, learning, and best practice.

12. Application and Selection

Interested candidates are invited to submit:

- A brief expression of interest
- A CV or professional profile

Applications should be sent to: info@thesoireefoundation.org

Closing date: 30th March, 2026

More information about The Foundation is available at: www.thesoireefoundation.org

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