



Committees Policy

Al Hilal Charity Foundation (1077)



In line with the Foundation's desire to establish an appropriate and effective mechanism for forming advisory committees, whether permanent committees established by a resolution of the Board of Trustees, or temporary committees assigned to specific tasks by main committees or the Executive Management, the Board of Trustees has approved the general principle of forming such committees. This aims to facilitate the Foundation's operations and support the achievement of its mission and objectives in alignment with Saudi Vision 2030.

Committees are established to guide and monitor all aspects of the Foundation's work and enhance quality and effectiveness, in accordance with the Non-Profit Organizations Law and its Executive Regulations. They also support the Board of Trustees and Executive Management in fulfilling their duties.

These committees provide recommendations and proposals on assigned matters, discuss topics submitted by stakeholders, and express opinions and recommendations that contribute to the development of the Foundation, its strategic objectives, and its protection. Committees act in an advisory capacity to the Executive Management.

The advisory committees vary according to their assigned tasks and include part-time members such as experts, executives, specialists, and academics with relevant experience and competence.

Article (1): Definitions

- **Committees:** A committee, council, authority, or similar group established to provide advice and recommendations that support Executive Management in making effective decisions. Committees do not have legally binding decision-making authority.
- **Consultant:** An expert capable of providing opinions and advice in a specific field based on expertise and specialization.
- **Committee:** A voluntary formation (male/female members) carrying out tasks in the interest of the Foundation.
- **Committee Chairperson:** The representative of the committee before the Board of Trustees, with powers defined in the detailed committee regulations.
- **Vice Chairperson:** The person who deputizes for the Chairperson.
- **Committee Member:** Any individual serving on a committee.



- **Secretary-General:** Responsible for coordinating committee activities.
- **Relevant Department:** The Foundation department responsible for implementing committee recommendations related to its scope.
- **Committee Minutes:** The official record of committee meetings.
- **Committee Recommendations:** Outcomes of committee discussions submitted to the Board of Trustees within approved authority levels.
- **Committee Reports:** Quarterly reports submitted by the Committee Chair to the Executive Director and Board of Trustees.

Article (2): Membership Eligibility Requirements

1. The candidate must be an employee of the Foundation or an external collaborator.
2. Relevant experience in the committee's field of work.
3. Minimum age of 25 years.
4. Good reputation, competence, commitment to volunteer work, and willingness to attend meetings.
5. Submission of a work plan including objectives, plans, and development initiatives.

Article (3): Objectives of Committees

Committees aim to align their work with the Foundation's strategic vision by:

- Evaluating tools, methodologies, and data sources used by the Foundation.
- Reviewing periodic outputs issued by Executive Management.
- Supporting capacity building in data analysis and performance indicators.
- Conducting studies upon request from Executive Management.
- Providing final recommendations and strategic proposals for improvement.

Article (4): Committee Formation

1. Committees are formed by resolution of the Board of Trustees. Members may include trustees, government/private sector representatives, academics, and specialists.
2. Each committee consists of a minimum of 3 members and a maximum of 8 members, appointed through nomination, selection, or election.



3. A member may serve on a maximum of three committees.
4. Committees may be merged if deemed beneficial.
5. The Chairman of the Board or delegated authority may add or remove members.

Chairperson Selection:

1. The committee elects the Chairperson and Vice Chairperson in its first meeting, or they may be appointed if necessary.
2. If absent, members select a temporary chair for the meeting.
3. Terms align with the Board of Trustees cycle.
4. The Board may dismiss the Chair or Vice Chair if needed.
5. They may also be retained for another term if deemed beneficial.

Committee Duration

- Committee term aligns with the Board cycle or the specific purpose of formation.
- The Board may restructure or dissolve committees in cases such as:
 - Resignation of more than half the members
 - Failure to achieve objectives
 - Operational necessity
 - Repeated lack of quorum
- Committees may be suspended or dissolved if they exceed their authority or violate regulations.

Article (5): Committee Functions

Committees are responsible for:

1. Identifying challenges and proposing solutions.
2. Engaging with relevant authorities and stakeholders.
3. Monitoring positive and negative trends affecting activities.
4. Providing data, reports, and research.
5. Offering advisory recommendations.
6. Reviewing regulations and proposing amendments.



7. Conducting development studies and project proposals.
8. Supporting institutional events and activities.
9. Strengthening communication with stakeholders.
10. Supporting new project initiatives.
11. Reviewing and improving operational systems and regulations.

Committee Recommendations

- Decisions are made by majority vote; in case of tie, the Chairperson's vote prevails.
- Recommendations are submitted to the Executive Director for review and action.

Committee Reports

- Quarterly reports are submitted jointly by the Chairperson and Executive Director to the Board of Trustees.
- Reports include activities summary and attendance rates.

Committee Participation

- Each committee holds at least one annual meeting with the Board of Trustees to discuss:
 - Achievements
 - Future plans and objectives

