

AfLS Steering Committee Terms of Reference

Mandate:

- To grow the user base of Light Source Based Research in Africa from both academia and industry
- Full range of tasks to progress the Roadmap.
- Continue to develop the Roadmap.
- Organising future AfLS meetings
- Limited Executive capacity
- Some decisions to be ratified at AGM's at the AfLS meetings
- The Voice of Africa on Light Source Matters
- Raising Funds
- Disbursing these funds.
- Accountability via AfLS AGM.
- Fixed terms, Re-elections
- Can co-opt members,
- Spin-off sub-committees
- Further develop the ToR

Composition: (to be completed)

- There shall be democratic open call for nominations and a voting process to elect steering committee representatives
- The steering committee shall be composed on XX number of representatives nominated by the community
- There shall be an executive committee of the steering committee made up of Chair, Deputy Chair, Secretary and Treasurer
- The elected committee may if the need arises, co-opt an additional of up to 4 members whose expertise may be needed on the steering committee
- For continuity past-chair can be co-opted into new incoming committee

Term of Office:

- The term of office for office bearers shall be 3 years
- Each member can serve for maximum of 2 consecutive terms
- A member can serve 2 terms, take a break and be re-nominated

Major Responsibilities:

- Nominate Portfolio holders as follows chairperson, vice chair, secretary, treasurer
- In the short term find one or more organisations to host AfLS as a project
- In the long-term establish AfLS as a legally registered Not-for-Profit organisation (that includes developing founding documents such as constitution and by-laws, and registering with relevant regulatory bodies)

- Develop a roadmap for AfLS and Strategic Document
- Implement agreed objects and plans
- Mobilise both financial and non-financial resources for AfLS
- Meet periodically in person or remotely to discuss and plan on AfLS
- Arrange periodic African Light Source Conferences and Workshops
- Arrange periodic meetings of key stakeholders
- Provide an oversight role and prudent financial management of funds received (this may include opening bank accounts, and having books audited)
- Establish Working Groups as and when required
- Sign MoUs and cooperation agrees on behalf of AfLS

Meetings of the Steering Committee and its Sub-Committees:

- Quorum shall be at least 50% of the committee members
- If both chairperson and deputy are absent the quorum shall elect a chair
- If a member has vested interest in a matter under discussion or to be voted on they must excuse themselves from the process
- Voting shall be simple majority but where there is a tie the chairman will have a second or casting vote
- Keep an accurate record of all meetings through keeping minutes of all meetings