



# **TERMS OF REFERENCE**

## **GOVERNING BOARD SUB-COMMITTEES**

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Extract from the AFROSAI-E regulations – approved May 2021

### **3. TERMS OF REFERENCE OF THE SUBCOMMITTEES OF THE GOVERNING BOARD**

- (1) The Governing Board members, excluding the Chairperson and Vice-chairperson of the Governing Board, will each serve on one subcommittee as established in terms of article 7(2) of the Statutes. Additional members may be co-opted onto the subcommittees provided no costs are incurred from the AFROSAI-E budget.
- (2) A member will be allocated to a subcommittee for a period of three years, renewable once. The Governing Board will approve the rotation of subcommittee members.
- (3) Each subcommittee will elect a Chairperson and vice-chairperson for a period not longer than three years. Secretarial and logistical support will be provided by the Executive Secretariat.
- (4) Subcommittees may co-opt experts or subject matter specialists as and when necessary to enrich deliberations. Institutional partners may be co-opted to provide technical support.
- (5) Each subcommittee will make recommendations to the Governing Board on matters pertaining to their respective areas of responsibility, as a minimum, as outlined below. They will deal with any important or emerging matters and may initiate reviews of policy provisions contained in the Statutes and Regulations of AFROSAI-E.
  - (5.1) The **Capacity Building subcommittee** will oversee matters pertaining to the annual State of the Region report and members' capacity building requirements, international and regional initiatives and independent mid-term reviews.
  - (5.2) The **Human Resources subcommittee** will oversee matters related to the Executive Secretariat's Human Resource requirements and discuss members' Human Resource challenges.
  - (5.3) The **Finance and Planning subcommittee** will oversee matters pertaining to the funding of AFROSAI-E and its programmes, including but not limited to membership fees, operational plan and budgets, subsidisation policy and donor funding proposals.
  - (5.4) The **Audit and Governance subcommittee** will oversee matters pertaining to the financial performance of AFROSAI-E and its programmes, including but not limited to the Integrated Annual Report with the financial statements and auditor's report, financial information contained in progress reports and the appointment of external auditors and governance matters.

## (6) Meetings

- (6.1) The subcommittees will meet at least once a year unless circumstances require otherwise. Notices for meetings will be send out at least 30 working days in advance. Shorter notice may be given for matters that require urgent attention, on condition that it is supported by a written motivation. Subcommittees will be held in the most cost-effective manner and may coincide with the meetings of the Governing Board. Fifty percent of the members must be present to form a quorum.
- (6.2) An agenda, minutes of the previous meeting and other supporting documentation will be made available electronically at least 10 working days before the meeting. Electronic communication will be the preferred means of communication with and between members.
- (6.3) Inputs on agendas
- (a) Members will study the agendas and supporting documents of all the subcommittees.
  - (b) Inputs for agenda items may be submitted to the Chairpersons of the respective subcommittees or to the secretariat at least three days before the subcommittee meetings commence.
  - (c) Inputs on agendas will preferably be submitted in the form of written notes, but subcommittee members may raise such matters verbally during the meetings as additions to the agenda. Agenda items will be put to the subcommittee members for approval.
  - (d) Subcommittees will provide feedback during the plenary session on all inputs received.
  - (e) Where the need arise subcommittees are free to liaise with each other.
- (6.4) Recommendations
- (a) Draft recommendations arising from the subcommittee meetings will be prepared by the Executive Secretariat and submitted to the Chairpersons for discussion / endorsement in follow-up meetings before the final plenary session begins.
  - (b) Recommendations of the subcommittees will be presented to the Governing Board by the Chairpersons of the respective subcommittees for approval.
  - (c) Questions raised during the plenary to clarify recommendations will be responded to by the Chairpersons of the subcommittees concerned.
  - (d) If there is a divided opinion about a recommendation during the plenary, the Chairperson will call a vote, with the Chairperson having a casting vote.
  - (e) A recommendation that is not accepted by vote will be referred back to the subcommittee concerned for reconsideration. If necessary, an amended recommendation may be considered by the Governing Board at a special plenary, or by round-robin among its members.