



ACA

Advisory board



Announcing ACA Executive Committee Elections 2015 – Call for Applications!

The ACA Secretariat invites applications from **ACA Core Members*** who are interested in joining the ACA Executive Committee (EC), ACA's governing body. The EC provides strategic direction and oversight to guide ACA's activities to promote a globally competitive African cashew industry that provides benefits to the value chain - from farmer to consumer. The EC is composed of 7 positions: 5 positions for cashew businesspeople from Africa's cashew-producing countries and 2 for representatives from international businesses with investments in cashew processing in Africa.

Please consult the Terms of Reference (below) for EC requirements and duties.

Elections will be held among qualified candidates at the 9th ACA World Cashew Festival & Expo, to be held in Maputo, Mozambique, 21st – 24th September, 2015.

Please express your interest in the position via an email to masiedu@africancashewalliance.com, along with the following documents:

1. African cashew business people: A letter of recommendation from the ACA National Committee or National Cashew Association or body.

2. International cashew business people: A letter of motivation.

Note that all candidates must send the following documents to the ACA Secretariat in hard copies three weeks (at most) before the elections day:

- **Certified copies of passports (certified by a bank, public notary, consulate or lawyer/law firm)**

- **4 copies of passport-size photos**

- **CV with brief background information**

Deadline for submission of applications is 17th August, 2015. Please note that applicants must be registered and paying ACA core members.

*Core Members – Private companies registered in Africa

A F R I C A N C A S H E W A L L I A N C E

Growing the African Cashew Industry!

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Terms of Reference for ACA Executive Committee

ACA Executive Committee Mandate:

The ACA Executive Committee (EC) is the Alliance's highest governing body. Its mandate is to provide strategic direction, general guidance, and oversight to the ACA Secretariat, the coordinator of ACA's daily activities. The EC meets biannually, usually once at the ACA Secretariat and once on the occasion of the ACA Annual Conference. Additional meetings can be scheduled by the Secretariat at the request of a majority of EC members. The EC reviews and approves ACA budgets, activity reports, other agreements, and administrative policies. The EC elects a President and two Vice Presidents from among its members. In carrying out its duties, the EC consults and meets with the Advisory Board, consisting of donors that contribute US\$50,000 or more to ACA's annual budget. The Advisory Board has a final and decisive vote on the use of funds of the ACA.

Composition and Tenure:

- Seven registered and paying ACA core members, comprising five representatives with cashew businesses registered in Africa only. Among the five, two seats are reserved for candidates from East Africa and three seats for West African candidates (Preference is given to representatives from the private sector, i.e. for-profit entities, with a proven record of supporting the ACA and promoting the industry at the national and international level)
- Two representatives from international businesses with investments in cashew processing in Africa or buying a significant amount of cashew kernels from Africa
- Maximum tenure in the EC is two terms of two years
- In the second term of the EC body, at least two members must present themselves for re-election

Elections and Duties:

The Executive Committee is elected by a General Assembly of ACA core members (registered and paid) every two years (usually during the ACA Annual Conference).

In pursuit of the ACA mission and vision and the EC's governance tasks, Executive Committee members are expected to carry out the following duties:

- Represent and promote the African cashew industry at national and international industry events
- Promote ACA membership in their countries (to governments and private sector stakeholders) and internationally
- Assist in mobilizing resources for ACA
- Support ACA National Committees and other associations active in the cashew sector in developing proposals for the development of the cashew industry in the EC member's country
- Provide information on cashew developments within the EC member's country and general technical support to the ACA Secretariat in the conduct of ACA activities
- Review, provide input, and approve ACA's activity plans, budgets, and reports (at EC meetings or by email in the interim)
- Mobilize participation for ACA Annual Conferences
- Support the organization of national events as well as the ACA Annual Conference in an EC member's country

Relevant Information:

- EC members from Africa's cashew-producing countries are nominated by the ACA's National Committees or ACA National Representatives. Candidates from Africa's cashew countries standing for election to the EC must present a letter of support from the National Committees. Candidates from international companies must present a letter stating their motivation to become an EC member.
- EC members are elected on an *ad personam* basis. They can, however, appoint a person to represent them at EC meetings and to make EC decisions on their behalf, provided they have notified the ACA Secretariat in writing ahead of the meeting.

- EC members are elected for a two-year period. Their tenure can be renewed only once and by means of gaining a majority in the elections. The EC may decide to propose renewal of tenure to ACA members for an EC member only for representatives of international businesses.
- Accommodation and travel expenses associated with EC meetings will be paid by the ACA Secretariat for the attending EC members.
- Failure to attend 2 consecutive EC meetings will lead to exclusion from the EC, unless the EC and Advisory Board unanimously decides otherwise.
- Inactivity of an EC member will lead to exclusion from EC, unless the EC and the Advisory Board decide otherwise by majority vote. The Secretariat and/or Executive Committee or Advisory Board members shall submit a request for exclusion to the President for consideration, supported by evidence of failure to communicate with, respond to requests, or keep members informed of the Executive Committee or the Secretariat. The President will put the request to a vote by the EC and Advisory Board.