



Announcing ACA Executive Committee Elections 2012 – Call for Applications!

The ACA Secretariat invites applications from **ACA Core Members*** who are interested in joining the ACA Executive Committee, ACA's governing body. The EC provides strategic direction and oversight to guide ACA's work to promote 'a globally competitive African cashew industry that provides benefits to the value chain - from farmer to consumer'. The EC is comprised 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.



Intersnack



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Please consult the Terms of Reference (next page) for EC requirements and duties

Elections will be held among qualified candidates at the 7th ACA Annual Conference, to be held in Cotonou, Benin, 17 – 20 September 2012.

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

1. African cashew businesspeople: A letter of recommendation from the ACA National Committee in the country (African cashew businesspeople)

2. International cashew businesspeople: A letter of motivation

Note that all candidates must bring the following documents to the ACA Conference and submit them to the Secretariat:

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

2. 4 copies of Passport size photos

3. CV with brief background information

Deadline for submission of applications is 28 August, 2012. Please note that applicants must be registered and paying ACA members.

*Core Members – Private companies registered in Africa



AFRICAN CASHEW ALLIANCE

Growing the African Cashew Industry!

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, contracts, 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 of Donors, 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:

- Registered and paying ACA members
- Five representatives from Africa's cashew producing countries.
- 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 or buying a significant amount of cashew kernels from Africa.

Duties and Elections:

The Executive Committee is elected by a General Assembly of ACA 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 the 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 activity plans, budgets and reports (at EC meetings or by email in the interim)
- Mobilize participation in ACA Annual Conferences
- Support the organization of national events as well as the ACA Annual Conference in an EC member's country

Requirements:

- 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 need to present a letter of support from the National Committees. Candidates from international companies need to 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 a tenure to ACA members for an EC member only for representatives of international businesses.
- EC members must finance their travel and expenses to attend EC meetings. The ACA Secretariat will provide financial support to EC members for specific activities in support of the ACA and mandated by the Secretariat or the EC.
- Failure to attend 2 consecutive EC meetings will lead to exclusion from the EC, unless the EC and Advisory Board decides otherwise unanimously
- 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 keeping informed members of the Executive Committee or the Secretariat. The President will put the request to a vote by the EC and Advisory Board.