

Terms of Reference

Office Bearers of the Young Parliamentarians Forum (YPF)

Background:

The Young Parliamentarians Forum was reconstituted on 11 June 2014 and is an important cross-party platform for young parliamentarians where they can come together to discuss, debate, build inter-party linkages, work on mutual areas of interest, and enhance their own learning through tailored learning sessions on legislative business led by seasoned former and existing parliamentarians, civil servants and other experts.

Following the inauguration, MNA Aasiya Nasir, as a former member of the YPF, was appointed as the YPF coordinator to ensure that some the new YPF retained some institutional memory. Members of the YPF were then invited to nominate themselves for a total of six office bearer positions. Following nominations, YPF members were invited to elect the office bearers. Taken together, the office bearer's constitute the YPF Board. The terms of reference for the positions are detailed below:

YPF President

The President will be an elected member of the YPF and will serve for a period of two years. A person may be elected President for a maximum of two consecutive terms. The President will be responsible:

- For directing and overseeing that YPF sub-committees are formed within thirty days of the YPF elections and chairpersons elected within thirty days of the formation of the sub-committee;
- For the overall organization and direction of efforts of the YPF;
- Will summon, preside over, and set the agenda for the annual General Meeting of the YPF;
- Will summon, preside over, and set the agenda for Board meetings;
- Will summon, preside over, and set the agenda for the quarterly meeting of the Board to review the performance/progress reviews of each sub-committee;
- Will regularly review and oversee the performance of the Board, sub-committees, and PIPS secretariat.
- Will delegate tasks, as appropriate, to the remaining office bearers and PIPS secretariat.
- Will review the quarterly and annual reports of all sub-committees, and following the review, will send the reports to the YPF coordinator.

YPF Vice-President

The Vice-President will be an elected member of the YPF and will serve for a period of two years. A person may be elected Vice-President for a maximum of two consecutive terms. The Vice-president will be responsible:

- For assisting the President where required;
- Fulfills the role of President in his/her absence;
- To attend the quarterly meeting of the Board to review the performance/progress reviews of each sub-committee;

YPF General Secretary and Joint Secretary

The General Secretary and Joint Secretary will be elected members of the YPF and will serve for a period of two years. A person may be elected General Secretary and Joint Secretary for a maximum of two consecutive terms.

The General Secretary will be responsible:

- For receiving and considering member applications to join sub-committees;
- Directing, overall supervision, and performance management of the PIPS secretariat;
- For receiving all sub-committee quarterly performance/progress reports and circulating these to the Board;
- For attending the quarterly meeting of the Board to review the performance/progress reviews of each sub-committee.
- For attending all other Board meetings;
- For liaising and communicating with donors vis-à-vis their collaboration with the YPF;
- Representing the YPF at national and international forums;
- Will, in consultation with the YPF President and YPF Coordinator, regularly review and oversee the performance of the board, sub-committees, and PIPS secretariat.
- For responding to important YPF correspondence, with assistance from PIPS secretariat;

The Joint Secretary will be responsible:

- For assisting the General Secretary where required;
- Fulfills the role of General Secretary in his/her absence;
- To attend the quarterly meeting of the Board to review the performance/progress reviews of each sub-committee.
- For attending all other Board meetings.

YPF Treasurer

The Treasurer will be an elected member of the YPF and will serve for a period of two years. A person may be elected Treasurer for a maximum of two consecutive terms.

The Treasurer will:

- Keep all financial records of the YPF for audit purposes;
- Collect organization dues;
- Coordinate any fundraising/fee collection for the YPF.
- Ensure that all funds of the YPF are deposited in its name in a bank account as directed by the Board;
- Ensure that all cheques on the YPF account are signed jointly by the YPF Treasurer and YPF General Secretary;
- Attend the quarterly meeting of the Board to review the performance/progress reviews of each sub-committee.
- Attend all other Board meetings.

YPF Media Coordinator

The Media Coordinator will be an elected member of the YPF and will serve for a period of two years. A person may be elected Media Coordinator for a maximum of two consecutive terms.

The media coordinator will be responsible for:

- Leading on the communication and liaison with the wider media on the role, purpose, and activities of the YPF;
- Attending the quarterly meeting of the Board to review the performance/progress reviews of each sub-committee.
- Attending all other Board meetings.