

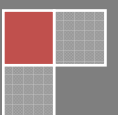
2017

# AFRAC EXCO TERMS OF REFERENCE

**AFRICAN ACCREDITATION COOPERATION**

*This document defines the rules of procedure of the AFRAC  
Executive Committee.*

**Publication reference: A007-02**



***Authorship***

This document has been prepared by the AFRAC Secretariat.

***Classification***

This document is classified as an AFRAC Administrative Publication.

***Authorisation***

Issue Number: 02  
Prepared by: AFRAC Secretariat  
Approved by: General Assembly  
Issue and application date: 14 September 2017

***Official language***

The text may be translated into other languages as required. The English language version remains the definitive version.

***Copyright***

The copyright of this text is held by AFRAC and the text may not be copied for resale.

***Further information***

For further information about this publication, contact the AFRAC Secretariat on:

AFRAC Secretariat  
Private Bag X23  
Sunnyside  
Pretoria  
0132  
South Africa  
Tel: +27 12 394 3793  
Fax: +27 12 394 4793  
Email: [yolandav@sanas.co.za](mailto:yolandav@sanas.co.za)

## CONTENTS

1. Purpose.....	4
2. Composition of the executive committee .....	4
3. Responsibilities of the executive committee .....	4
4. Term of office of the executive committee.....	5
5. Meetings.....	5
Appendix A: Amendment record.....	6

## **1. PURPOSE**

This document constitutes the Terms of Reference of the African Accreditation Cooperation (AFRAC) Executive Committee (EXCO).

## **2. COMPOSITION OF THE EXECUTIVE COMMITTEE**

2.1 The composition of the Executive Committee shall be the:

- i) The Chair of the General Assembly;
- ii) The Vice-Chair of the General Assembly;
- iii) The Secretariat;
- iv) The Treasurer;
- v) All AFRAC Committee Chairs;
- vi) One representative of the Associate Members;
- vii) One representative of the Stakeholder Members; and
- viii) The immediate past Chair

2.2 The AFRAC General Assembly will appoint the Executive Committee to conduct the business of AFRAC between General Assemblies;

2.3 Attendance at the meetings of the Executive Committee is usually restricted to Executive Committee members only. However, observers may be admitted at the invitation of the Chair.

## **3. RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall be responsible to the General Assembly for the achievement and effective implementation of AFRAC objectives and day-to-day management of AFRAC.

The responsibilities of the Executive Committee are to:

- 3.1 Implement AFRAC policies and manage the Committee (including its financial affairs) between meetings of the General Assembly and as directed by the General Assembly;
- 3.2 Ensure coherent and transparent application of AFRAC's activities in the fields of laboratory, certification and inspection body accreditation or other CABs;
- 3.3 Seek international cooperation between AFRAC and relevant international bodies for laboratory, certification and inspection body accreditation or other CABs;
- 3.4 Ensure proper cooperation with other relevant bodies in the field of conformity assessment;
- 3.5 Recommend the appointment of all Committee Chairs and Vice-Chairs;
- 3.6 Endorse the appointment of all Committee Members;
- 3.7 Ensure proper coordination between all the Committees;
- 3.8 Initiate AFRAC policy directions;
- 3.9 Receive and discuss reports from all the Committees and recommend their workplans for approval by the general Assembly;

- 3.10 Meet at least once per calendar year;
- 3.11 Report to the AFRAC General Assembly at least annually, and this report is to include a financial report;
- 3.12 Perform all the work leading to the election of the Secretariat, and recommend the nominations to the General Assembly for election.
- 3.13 Ensure that decisions of the Executive Committee are reached by consensus. All decisions of the Executive Committee are subject to ratification by the General Assembly;
- 3.14 Suspend Full, Associate and Stakeholder Memberships for conduct contrary to the best interest of AFRAC; and
- 3.15 Recommend withdrawals and terminations of AFRAC Full, Associate and Stakeholder memberships to the General Assembly.

#### **4. TERM OF OFFICE OF THE EXECUTIVE COMMITTEE**

- 4.1 The term of office of members of the Executive Committee is two years.
- 4.2 The Chair and Vice-Chair may be re-elected, but only once according to clause 12.1.1 of the AFRAC Bylaws.
- 4.3 Members of the Executive Committee may be re-elected.
- 4.4 The Secretariat is re-elected for a period of three years and may be re-appointed.

#### **5. MEETINGS**

- 5.1 The EXCO shall meet at least once a year or when the Chair or General Assembly deems a meeting necessary.
- 5.2 EXCO decisions shall be reached by consensus. When a consensus cannot be reached, decisions shall be made by a simple majority of the voting members (abstentions will not be considered).
- 5.3 A quorum is constituted when a simple majority of the EXCO members are present.

## APPENDIX A: AMENDMENT RECORD

Section	Change
Pg 2	AFRAC Secretariat contact details amended
2	“All AFRAC Committee Chairs;” replaced the MRA Committee Chair, Technical Committee Chair and MRA Council Chair
3	Added “achievement and” “pursuit” replaced by implementation” Added “- and day-to-day management of AFRAC”
3.5	“AFRAC MRA and Technical” replaced by “all” Added “and Vice-Chairs”
3.6; 3.7; 3.9	“AFRAC MRA and Technical” replaced by “all the”
3.9	Added “and recommend their workplans for approval by the general Assembly;”
3.14	Deleted “AFRAC” Added “for conduct contrary to the best interest of AFRAC”
3.15	Added “and terminations of AFRAC Full, Associate and Stakeholder memberships”
5	Clause added