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## **Term of Reference for chair, co-chair and members of APSA Special interest groups and standing committees**

Revision 2 Effective date: 15 January, 2021

### **Roles and Responsibilities (ref; article 110 – 113 of APSA constitution)**

1. The Executive Committee shall have the authority to establish Special Committees and Special Interest Groups, which shall report to the Executive Committee.
2. The President, with the approval of the Executive Committee, shall be responsible for appointing chairpersons and members of Special Committees and Special Interest Groups.
3. Each Standing Committee and Special Interest Group shall meet at the call of its chairperson.
4. Each Standing Committee and Special Interest Group shall, within their respective terms of reference from time to time approved by the Executive Committee:
  - a. conduct programs of interest for the Members;
  - b. consider and report on relevant subject-matter to the Executive Committee; and
  - c. make recommendations to the Executive Committee on positions to be taken by the Company on issues of concern to the Company or the Members, for the Executive Committee's approval.

Referring to the approval from the APSA executive committee in November, 2019, the special interest groups and standing committee are structured as follow;

The Special Interest Group (SIG) consists of;

1. SIG Vegetables and Ornamentals (SIG Veg & Orn)
2. SIG Field crops (SIG FC)

The Standing committee (SC) consists of;

1. Standing committee on Seed Technology (SC Seed Tech)
2. Standing committee on International trade and quarantine (SC ITQ)
3. Standing committee on Intellectual Property Right and Biodiversity (SC IPR & Bio)

The mission and objectives of each group is set by the chair, co-chair and members of the group.

## Composition

- Any APSA member can become a member of the SC or SIGs (all membership categories)
- APSA invites its members to participate in the functioning of the SC or SIGs and support in its activities and programmes. The member should possess experience in the focus subject area of the SC or SIGs for which they seek membership of the Committee. The biography has to be submitted and reviewed by chair and co-chair.
- Each SIG/SC will consist of a maximum of fifteen (15) members including Chair & Co-Chair and a maximum of thirteen (13) Committee Members per SIG or SC. (minimum = chair and co-chair)
- One representative of APSA active company member can be a member of maximum 2 groups of SIGs and SCs.
- One company member can have one representative on each SIG or SC
- Maximum 3 persons from the same country on each SIG/SC.
- Members who fail to renew their membership within 90 days (grace period), their position from SIG/SC will be terminated.
- APSA President will be an *Ex-officio* member on all Committees.
- APSA ED and APSA Technical coordinator will act as the Secretary for all Committees.

## Tenure

- The tenure of a SIG or SC chair, co-chair and members will be for three (3) years.
- For co-chair, the term will be end with his/her term as an EC member. Once the term of co-chair is end, he/she is able to continue as a member of the SIG or SC group by submitting a request to the APSA Executive Director, Chair and co-chair of the SIG or SC committee.
- The term of Chair and members are renewable for a maximum of two (2) consecutive terms of the Committee and can be re-elected to the Committee after a minimum gap of one Committee term. There is no restriction on the continuation of members of the Committee beyond two terms.
- Interim vacancies in the Committee can be filled up through nominations, to be approved by EC. Interim vacancies of chair will be filled up from among the elected members of the Committee only. The EC nominee (co-chair) can be changed only by the EC.
- Any inactive member (not participating in three consecutive Committee meetings either in-person meeting or VDO conference) or member with inappropriate conduct can be recommended for removal / replacement by the Committee to the EC and it can be reviewed/decided immediately by Chair and co-chair of each SIG/SC. EC, Chair and Co-chair will then nominate a replacement for the remaining period of the Committee term.
- If a Committee member ceases to represent the organization, he/she represented as APSA member, he / she will retire from the Committee. Any retiring member (on ceasing to represent an organization) can be re-nominated, if his / her old & new



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organizations do not have any objection and being an APSA member company. ED will ask the new organization for any objections.

- As far as possible, each of the APSA constituent regions (South Asia; South East Asia; Pacific; etc.) may be represented on the Committee.

#### **Chair and Co-chair nomination and appointment**

- Co-chair of each SC/SIG is appointed from EC members referring to the competencies and expertise of the Executive Committee.
- Once Chair's term is complete by the yearend, the nomination can be called by APSA ED to members in the committee group during the first meeting of the next year.
- Candidate for Chair should be from members of the same SIG/SC group and he/she has at least one year experience of serving as a committee member.
- Chair can be elected through the voting system (e-voting or raise of hand) by the members during the meeting.
- Once Chair and/or Ch-chair is appointed, APSA Executive Director will keep APSA Executive Committee informed and update the new chair on APSA database and website.

#### **Meeting**

- At least 4 times a year via VDO conference call.
- One face to face meeting can be considered (APSA only support the meeting expenses (meals and meeting room))

#### **Budget proposal**

- APSA EC will allocate an annual budget for each SIG and SC to cover the general activities in the next year.
- Each SIG and SCs Committee at its first meeting during the year will start preparing a budget for its planned activities / programs of current year and submit to EC for approval by June/July meeting.
- Each SIG/SC committee at its last meeting during the year will prepare proposed activities for the next year and submit to EC for adding in the budget plan during EC meeting in November.
- Any shortfall in the annual budget will have to be met through sponsorships and / or additional budget requested and approved by the EC.