

Board of Directors Terms of Reference: SCB Africa Section

Updated October 2017

Guided by the SCB Africa Section bylaws and its operational plan for 2018 and 2016 to 2020, terms of references for BoD positions have been developed as follows:

President-Elect

The President-Elect receives reports from committees, arranges meetings and other activities, and performs the duties of the President when the latter is absent. He or she serves a three year term, which is renewed to the post of President of the Section Board. In addition, the President-Elect works through his/her team on the following:

- a. Facilitate the application of research into management, policy and education
- b. Develop, test and promote use of indicators for evaluation of impacts of conservation education and research
- c. Establish a Horizon scanning committee to conduct research on conservation in Africa

Membership and Nominations Officer

The Membership and Nominations Officer maintains historical records and a roster of members of the Section. He or she is preferably a leader of an SCB national Chapter in Africa, acts as liaison between Chapters and the Section Board, and works to promote regional representation among the membership. Additionally, the Membership and Nominations Officer works through his/her team on the following:

- a. Facilitate SCB Africa section business meetings during ICCBs
- b. Develop strategies for expanding SCB membership and chapters in Africa, especially in Universities, among graduate and undergraduate students
- c. Identify deserving and active members for gratis SCB membership

Information Officer

The Information Officer records minutes and administers correspondences between the Section and the Society. He or she also facilitates members' access to information, information exchange, and elimination of language barriers. More specifically, the Information Officer works through his/her team on the following:

- a. Search and compile databases for research and project grants, and graduate scholarship opportunities for members
- b. Devise strategies to encourage members to share strategic information from other sources with him/her and ensure the timely relay of such information to the Section membership.
- c. Monitor evolution and share information on the use of key sections of the Africa Section webpage

Financial Monitoring and Evaluation Officer

The Financial Monitoring and Evaluation Officer collects dues (if any), maintains accounts, coordinate fund raising activities, collects and distributes funds for Section activities. He or she prepares and updates the annual Section budget and, where necessary, helps arrange independent audits. Additionally, Financial Monitoring and Evaluation Officer, works through his/her team on the following:

- a. Establish and implement a performance monitoring plan to track progress towards the Section's financial goals and objectives.
- b. Facilitate the establishment of fellowship programs for graduate and post-doctoral research.
- c. Direct the disbursement of travel and conference support funding when available. Coordinate with EO on funding searches and proposals.

Education and Science Officer

The Education and Science Officer conducts periodic reviews of institutions of higher learning in Africa, and develops a database on sources of relevant conservation biology data and status of conservation science teaching in each region of Africa. He or she also works with the Information Officer, the Financial Monitoring and Evaluation Officer, and the Membership and Nominations Officer to refine and target information efficiently to the membership. Additionally, the Education and Science Officer, works through his/her team on the following:

- a. Encourage members to communicate their research findings through ICCBs and scientific meetings, peer-review journals, public media and other relevant outlets
- b. Facilitate collaborative research groups among SCB members in Africa on thematic issues.
- c. Coordinate and manage the e-mentoring program of the Africa section
- d. Develop capacity building events for members within and outside of SCB congresses

Member at Large N° 1

The Member at Large n° 1 supports the Section's young women conservation biologists. He or She acts as liaison between the Young Women Conservation Biology (YWCB) Group and the Section Board, helps revitalize the YWCB and promotes regional representation of women among the membership. Additionally, the Member at Large N° 1 works through his/her team on the following:

- a. Facilitate a network of young women in conservation biology, in Africa, and with other continents
- b. Collaborate with the Education and Science Officer to ensure that young women are representatively enlisted for the e-mentoring program
- c. Collaborate with other Board Members to fundraise for career development grants targeting young African women and annual awards for outstanding performance

Member at Large N° 2

The Member at Large n° 2 supports the Section in the organization of its Africa Congresses on Conservation Biology – ACCBs, and other scientific meetings. In these regards he or she coordinates the scientific, technical and logistical effort related to these meetings. More specifically the Member at Large N° 2 works through his/her team on the following:

- a. Develop Protocols on request for information (RFI) related to ACCBs, and other scientific meetings, and lead the selection of bids
- b. Collaborate with other Board Members to develop project proposals, identify relevant aid agencies and fundraise for ACCBs and other scientific meetings

ⁱ Board members are senior scientists, managers or biodiversity conservation experts, expected to lead the Section's interventions for the next three years. Each Board member leads by supervising and working through a small team of supportive Section and /or Chapter members to implement the Section's operational goals for the period 2018 through 2020. In addition to specific functions, a Board Member and his or her small team pursue the broader goal of building competence and ensuring continuity of the Africa Section Board of Directors. Board Members must be voting members of the Section for their entire term of office.