

## **Structure for GARA Executive Committee**

### **(Comprised of GARA partners)**



The GARA Executive Committee will consist of seven positions, as described below.

Election of new members to the GARA Executive Committee is made by GARA partners every two years during a roll call of the GARA partners via e-mail, teleconference, or a General Assembly of the GARA.

Positions are filled with GARA partners who have recently been actively involved in the organisation and activities of the GARA.

The current Executive Committee members will approach potential replacements when the current members are no longer in a position to perform their duties on the Executive Committee.

Nominations for positions on the Executive Committee are made by any GARA partner every two years.

#### **President**

- Work closely with the Executive Committee to ensure the GARA vision reaches globally
- Recruit new partners, collaborators, and stakeholders
- Represents the GARA at all official meetings and functions or delegates to Executive Committee members as needed
- Responsible for organising and chairing the GARA scientific workshops, including logistics and selecting relevant topics for the scientific program in collaboration with the Science Director and Executive Committee Members
- Engage with Executive Committee members to secure funding and sponsors to support participation of ASF scientists worldwide, with special emphasis on developing countries
- Write a report following the GARA scientific workshop with the assistance of Executive Committee members

#### **Past President**

- Previous President Elect remains on the Executive Committee for an additional two years
- Primary role is to support the new President Elect
- Provides continuity and support for on-going and new GARA initiatives

#### **President Elect**

- Elected for a two year term
- Work closely with the President to prepare and assume the function of the President and plan the future activities of the GFRA

### **Chief Executive (CE)**

- Work with Executive Committee to ensure the GARA strategic goals are implemented, remain relevant and adjust goals if necessary
- Works with the Executive Secretary to ensure an active communications program is in place and the GARA website is updated as needed
- Work closely with the Executive Committee to identify new regions where GARA needs to be promoted, identify critical individuals and engage them to take up this task
- Responsible for operations, chairing Executive Committee meetings, ensuring the newsletter and reports are published
- Work closely with the President in organising and facilitating GARA scientific workshops and other GARA functions
- Work closely with the Science Director in organizing GARA workshops in conjunction with other ASF meetings: e.g., FAO ASF Global Platform meetings
- Work with the Finance Director and assist in fund raising

### **Executive Secretary**

- Works closely with GARA President and CE to support GARA activities
- Organise teleconferences in conjunction with the CE and providing agendas and minutes
- Assist Finance Director with fund raising
- Responsible for maintaining the website
- Assist CE in compiling mailing lists for various activities
- Assist CE with publishing and distributing reports and newsletters
- Contact relevant institutions to publish GARA reports on their institution websites

### **Finance Director**

- Responsible for fund raising to ensure participation at workshops
- Work closely with Executive Committee members and stakeholders to obtain sponsors to support the activities of the GARA
- With the assistance of the CE, responsible for feedback to funders on outcomes of workshops
- Responsible for financial reconciliation if necessary

### **Science Director**

- Maintain scientific contact with all GARA partners and provide regular feedback to the Executive Committee
- Assist President with science reports
- Provide leadership in identifying research gaps with feedback to the Executive Committee for action
- Engage with organizations with a stake in ASF research (FAO, OIE, STAR-IDAZ) and partner with them to organise GARA scientific workshops