

TERMS OF REFERENCE THE FUTURE EARTH AFRICA HUB

OVERVIEW

- 1.1 The Future Earth Governing Council approved the National Research Foundation (NRF) as the host of the Future Earth Global Secretariat Hub for Africa in March 2022. The Africa Hub joined eight other global secretariat hubs, namely: Canada, China, France, Japan, SouthAsia, Sweden, Taipei, and the United States.
- 1.2 The Future Earth Africa Hub operates as a global initiative with a strong African presence and voice, integrating Africa's thriving and expanding sustainability science, policy, and funding communities into the global sustainability science arena.
- 1.3 The Future Earth Africa Hub supported by its Leadership Centre (co-hosted by Rhodes University and University of Pretoria) coordinate regional participation through the five African regionally distributed Nodes: Southern Africa, East Africa; North Africa; Central Africa; and West Africa.

MEMBERSHIP

- 2.1 The Board shall be composed of a maximum of 20 members drawn from the following groups:
 - a. ex-officio members including representatives of the NRF (Secretariat), Leadership Centre Director and LC Steering Committee Co-chairs (25%).
 - b. Senior Academics (40%)
 - c. Non-academic stakeholders from the region e.g. private sector, policymakers etc. (35%)
- 2.2 The Board members shall reflect a fair geographical spread across all the regions of the African continent as well as the diverse, trans-disciplinary nature of the stakeholders involved in Future Earth activities and gender balance.
- 2.3 The NRF, with the support of the Future Earth Africa Hub Leadership Centre, shall serve as the Board Secretariat.

APPOINTMENT

- 3.1 Selection/election of new Board members shall be done by the NRF in collaboration with the Africa Hub Leadership Centre and other identified parties. The process shall take into account regional representation, and diversity of stakeholders, as well as evidence of engagement with and understanding of the Future Earth global agenda.
- 3.2 The Africa Hub members shall normally serve an initial three-year term, with the possibility for renewal once, for a further three years.
- 3.3 Any person nominated to the Board shall obtain the endorsement of his/her institution.
- 3.4 In the absence of the Chair and the Vice-Chair, the Board will elect a chairperson *pro tempore* to fill the role for a given meeting.
- 3.5 In case of resignation or disqualification, a process of nominating a replacement shall be initiated.

REMUNERATION

- 4.1 There is no remuneration associated with membership or service to the Africa Hub Board.
- 4.2 Travel, accommodation and other incidental costs incurred during the course of the work of the Board are supported by the NRF in accordance with the NRF's applicable policies.

MEETINGS

- 5.1 The Board is expected to meet once a year, at the appropriate time determined by the secretariat in consultation with Board Members.
- 5.2 The annual meetings will be in-person with an option of hybrid.
- 5.3 The meeting agendas and materials will be shared electronically in advance.
- 5.4 A minimum of 50% of voting board members shall constitute a quorum for any meeting of the Board.
- 5.5 Notices for all Board meetings shall be distributed by the secretariat to all members prior to the meeting date.
- 5.6 The Chairperson shall preside over the Board meetings. In the Chairperson's absence, the Board Vice-Chair will be responsible for carrying out the responsibilities of the Chairperson and conducting the meeting.
- 5.7 The Chairperson is responsible for ensuring that the advice and recommendations agreed by the Board are consistent with the Board's mandate.

ROLES AND RESPONSIBILITIES

- 6.1 The Chair is a facilitator of the Board's activities and leads the Board through the business of planning, implementing, and evaluating the accomplishment of its mandate with the support of Board members.
- 6.2 The Chair makes arrangements (with the assistance of the Secretariat) for Board meetings: prepares meeting agenda; ensures minutes of the previous meetings are properly drafted and issued before the next meeting; runs the meetings and ensures that all relevant matters are discussed and that effective decisions are made and actions carried out.
- 6.3 The Chair is responsible for chairing the meetings and making sure that order is maintained during the Board's proceedings and also ensures that decisions are taken on agenda items.
- 6.4 The Chair may delegate responsibilities to Board members, make follow-ups on the agreed actions and involve all members in decision-making.
- 6.5 The Secretariat's role shall be performed by the NRF with the support of and in collaboration with the Africa Hub Leadership Centre.
- 6.6 The Secretariat shall lead the nominating process of the Board members.
- 6.7 The secretariat administratively facilitates and supports the activities of the Board by coordinating the exchange of information and decisions between the Board and the Future Earth community, as well as other relevant external agencies, at regional and global levels.
- 6.8 The Secretariat shall organize the relevant logistics to give the Board a conducive working environment and work closely with the Chair and the Vice-Chair in preparing and running meetings.
- 6.9 The Secretariat shall support the dissemination of the works of the Board, including linking its activities with those of Future Earth at the global level.
- 6.10 The Secretariat shall take minutes of each Board meeting, prepare and submit them to the Chair for approval; and maintain the official records of Board decisions in the form of resolutions and actions.
- 6.11 The Secretariat shall draft notices and agenda of meetings and circulate such notices, confirmed by the Chair, to all members of the Board.

DISSOLUTION OF THE BOARD

The conditions for disqualifying an advisory board member are but not limited to:

- 7.1 Misconduct, unethical behaviour, or violations of the Future Earth Africa Hub's code of conduct can be grounds for disqualification and these include but are not limited to harassment, discrimination, fraud, or other serious misconduct.
- 7.2 If an advisory board member consistently fails to fulfil their responsibilities, misses two consecutive meetings, or contributes to the Africa Hub's objectives - inactivity or non-participation can undermine the effectiveness of the Advisory Board.
- 7.3 Legal issues such as criminal convictions that are relevant to the advisory board member's role or responsibilities can be grounds for disqualification.

- 7.4 When member's actions, public statements, or affiliations are incompatible with the Future Earth Africa Hub's mission and values, they may be disqualified.
 - 7.5 Continuously undermining the decisions and efforts of the Future Earth Africa Hub or other board members may be considered disruptive and lead to disqualification.
 - 7.6 Use Board membership to serve personal projects/needs.
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