



PARLIAMENTARY FORUM
ON SMALL ARMS AND LIGHT WEAPONS

Terms of Reference

Board membership of the Parliamentary Forum on Small Arms and Light Weapons¹

The Board is the steering organ of the Parliamentary Forum on Small Arms and Light Weapons (the Forum) having the over-all responsibility of the strategic, organisational and financial development of the organisation. Being the entity with final responsibility of the organisation, the Board monitors the development of the results and activities, the over-all effective financial and operational function and holds employers' responsibility for the personnel contracted at the Secretariat.

The Board is entrusted to implement the decisions adopted by the Assembly and to fulfil other tasks that the Statutes indicate. The Board is composed by a President, a Vice-President and regular members, may have a minimum of five and maximum of nine members, all elected by the Assembly, that is by the members of the Forum, for a term of two years.

The Board has a Presidium, consisting of the President and Vice-President. The Presidium is coordinated by the Secretariat on request from any Member of the Presidium or the Secretary General. The aim of the Presidium is to prepare the Board Meetings and handle urgent issues that may arise between Board Meetings. Meetings will be held twice a year, mainly virtually, occasionally in-person.

The currently appointed Board includes 6 members: 2 women and 4 men, representing the parliaments and membership in different regions, as well as one member representing the civil society.

Becoming a member of the Board of the Parliamentary Forum has certain advantages, among them:

- Being a Board Member gives a solid reputation among parliamentarians and other stakeholders, since it brings the opportunity to work in an international environment related to relevant policy work.
- As a Board Member you are offered valuable networking opportunities, since you will be able to meet with parliamentarians from all over the world, liaise with international organisations and officials, as well as members of the civil society.
- Being a Board Member of the Forum gives you a chance to make a difference in relation to the overall vision of the Forum to contribute to the achievement of more peaceful and sustainably developed societies. The vision is realised by means of the Forum's mission of enhancing parliamentary action for the prevention and reduction of Small Arms and Light Weapons (SALW)-related violence through the implementation and universalisation of relevant international frameworks, as to safeguard human security for the benefit of the right-holders, the entire population.
- The Board of the Forum is the steering body of the organisation, thereby giving an opportunity to contribute constructively and strategically to its development and the achievement of its overall vision.

¹ The present Terms of Reference is a summarized version of the content in the Statues and Regulations of the Forum related to the role of the Board. The document aims to provide an overview of the advantages and duties of a Board Member. For a detailed, comprehensive description please consult the mentioned steering documents.

- As a Board Member of the Forum you will gain expertise and knowledge that will underpin your leverage when working for change in your home Parliament; at regional and international level on issues related to SALW-control.

In addition, the main duties of the Board members include, but are not limited to, the following:

The President of the Parliamentary Forum:

- Represent the organisation.
- Direct the work in the ordinary and extraordinary assemblies, and the Board.
- Maintain continuous communication and contact with the Secretariat of the Forum, including participating actively in the Presidency of the organisation.
- Ensure the proper application of the Statutes and the Regulations.

The Vice-President of the Parliamentary Forum:

- Maintain continuous communication and contact with the Secretariat of the Forum, including participating actively in the Presidency of the organisation.
- Replace the President during his or her temporary absence or, if the post becomes vacant, until the end of the period for which the Board was elected.
- Represent the Board at events, mandated by the President.

All Board Members:

- Encourage and ensure the relationship with legislative, governmental, national, regional or international actors that have expressed interest in the Forum.
- To monitor, through reports and decisions, the development of the result and activities of the Forum, the overall effective financial and operational function and holding employers' responsibility for the personnel contracted at the Secretariat.
- Discuss and approve the multi-annual Strategic Plan, the Annual Operational Plan and Budget of the Parliamentary Forum on Small Arms and Light Weapons, including a discussion on Risk Analysis and Risk Management, which is presented by the Secretariat at Board meetings.
- Contributing to ensuring financial sustainability by taking an active role in short-term and long-term fundraising by identifying and liaising with donors, supported by the Secretariat.
- Promote and supervise the adequate, ongoing and expanding communication and diffusion of information regarding the results, activities, and decisions taken by the bodies of the Forum.
- Estimated time allocation for Board Members: i) two regular Board meetings annually, mainly virtually realized, maximum 4 hours/meeting; ii) attendance & responsiveness to digital communication with the Secretariat, including possible per capsulam processes; approximately 4 – 8 hours/year ii) Participation in the Forum's capacity-developing, policy-shaping and awareness-raising activities, ranging from social media efforts to being panelist at regional or international seminars; 1 hour – 3 days/annually; optional, based on agenda availability. The Swedish Board member, as the Board's representative regarding the employee responsibility, pursues: i) Approximately 2 hours performance assessment dialogue and salary revision annually with the Secretary General; ii) Continuous, minor sign-off tasks on the Secretary General's individual expenses, mainly salary, 1 – 3 hours/monthly.