

# Advisory Board: Terms of reference

The Civil Forum for Asset Recovery (CiFAR) is a non-profit organisation working across the globe to prevent the theft and support the return of public assets. Since 2015 CiFAR has worked to: reform the structures, both government and private, that allow the theft of public money; help individuals and networks to identify and prevent illicit financial flows and; advocate for transparency, accountability and international collaboration in all areas of global asset recovery. Our approach is to empower civil society to become active agents for change through building their capacity to act, engaging them in networks to expand their reach and advocating with them for change.

## CiFAR's Advisory Board

### **Purpose**

CiFAR's advisory board is designed to provide strategic guidance to the leadership of the CiFAR. The Advisory Board helps ensure that the initiative remains true to its mission. It plays a special role during the initial years of CiFAR in helping to promote it and provide strategic direction for its development and implementation of its projects.

### **Responsibilities**

The advisory board should meet three times a year via a teleconference to review progress, address strategic questions and assist in planning for the coming year. The advisory board may also hold additional meetings as agreed by the members of the advisory board. The members of the advisory board may select a chair, but are not obliged to do so.

Particular responsibilities of the advisory board include:

1. Following and providing advice on strategic level questions and the strategic direction of CiFAR.
2. Engaging in discussions with and alerting the leadership team of opportunities to advance CiFAR's objectives and mission
3. Assisting in advancing the goals and mission of CiFAR, as appropriate, through public speaking, professional work, and outreach to contact networks.
4. Acting as stewards of CiFAR's mission and helping ensure that the work of the organisation appropriately advances its mission.
5. Engaging in a reflective, self-evaluative process to improve advisory board effectiveness.

While the advisory board may ask to review the organisations budget and financial accounts, its members do not have fiduciary responsibility.

Ultimate responsibility for programme implementation lies with the leadership team, but the staff takes seriously its commitment to operationalise and reflect the views, opinions and recommendations of the advisory board.



### **Terms and selection**

Members of the advisory board serve in their individual capacity for a fixed term of three years, with the possibility of renewal for a second three-year term, if invited to do so by the General Assembly.

The leadership team has the right to invite individuals to join the advisory board. At each annual membership meeting, the General Assembly will review the composition of advisory board and make recommendations for additions or modifications and has the right to dismiss advisory board members.

Advisory board membership is unpaid, but expenses can be reimbursed for attendance at meetings where agreed with the leadership team. Advisory board members are required to complete a declaration of interests at the time of taking up their position and update that form annually.