



The ULG Steering Committee (ULG - SC)

The Universal Leader's Group (ULG) initiative was initiated by the African Youth Foundation (AYF) in 2005.

The initiative was developed by the Youth for the Youth and future leaders. It was initiated as part of the recommendations made at the African Youth Foundation's (AYF) Stakeholders meeting in May 2005.

The group provides an informal, efficient framework for an ongoing exchange of opinions, knowledge and experience on strategic issues of concern by young professionals in diverse fields such as, entrepreneurship, investments, education and development.

To support the activities of the Executive Committee (EC), the EC has proposed the establishment of a Steering Committee (SC), that will contribute to the decisions and activities taken by the Group.

Steering Committee Composition

The SC will compose of seven members from both Africa and the Diaspora

1. A Chair and a Vice-Chair will be elected within the SC members. The Chairs will liaise with the ULG Executive Board and will report on this to the other SC members.
2. The President of the ULG EC will serve as Coordinator. She will provide assistance and support to ensure that the SC functions efficiently.
3. The responsibilities, structure, membership and functioning of the SC will be reviewed at least every two years to ensure effectiveness and introduce necessary changes.

Roles and responsibilities

The roles and responsibilities of the ULG SC are to:

1. Provide direction in the development and oversee the implementation of ULG strategies, programmes and activities together with the ULG President and in consultation with the AYF;
2. Approve the ULG Annual workplan and budget;
3. Constitute task forces or working groups on special activities as deemed necessary;
4. Ensure that there is adequate and appropriate monitoring of ULG activities;
5. Approve, recognise and review the persons nominated as ULG Local Representatives;
6. Review progress made and provide recommendations for improvement and follow-up;
7. Create and maintain a culture of ownership towards all members of ULG and include them as much as possible into activities and decision making;

Selection process

1. The SC will be a self-constituted committee. It will replace its members using the following procedure:

- a) suitable and willing candidates are proposed by SC members
 - b) the SC elects the new SC member by majority vote. The Chair and Vice-Chair coordinate this process. As soon as practically possible, the SC will implement a democratic election process for SC members as suggested in paragraph 3.1. above.
2. Members will serve for a period of two years, which can be renewed. If the SC member wishes to renew his/her mandate, s/he is to inform the Chair before the end of the original mandate.
 3. Should an SC member wish to resign before the end of his/her term, he/she should write a resignation letter to the Chair
 4. The Chair and the Vice-Chair are to be elected by the SC preferably by consensus, for a mandate of two years, or until the end of their own mandate. In case of no consensus, they will be elected by majority vote.
 5. If the Chair resigns before the normal term of his/her mandate, the Vice-Chair will take over as interim Chair until a new Chair is elected during the following SC meeting. If the Vice-Chair resigns from his/her mandate, the chairs remains vacant until the next SC meeting.

Modus operandi

1. The SC members will be acting on their personal capacity, but are expected to bring in the perspective of their stakeholder group.
2. SC members will interact electronically on a regular basis and will meet face-to-face at least once a year.
3. The SC members will serve with no remunerations, but costs of participating in face-to-face committee meetings will be borne by AYF whenever possible.
4. The SC is obliged to make decisions in a transparent manner and give explanations on such decisions upon request to any member.

Quorum

Two-thirds of the SC membership will constitute a quorum.

ULG Steering Committee meetings

The SC shall meet at least once a year. When extraordinary meetings are required, they should be convened by the Chair in consultation with the other SC members.

The agenda of the meetings should be prepared by the group. The draft agenda and documents to be discussed will be circulated at least three weeks in advance to allow the SC members sufficient time to consult their respective constituencies. Minutes of the SC meetings will be made available to all stakeholders upon request.

Interested candidates can submit their short CV and motivation letter per email to the president of the Committee at: **Attn. Ms. Afra Gyekye:** coordination@ayf.de

For further information, kindly visit the website at: <http://www.ulg.ayf.de/>

Regards

Afra Gyekye
President
ULG
