

INOFO STRUCTURE - ROLES AND FUNCTIONS

1. GENERAL ASSEMBLY.

- i. Highest decision making body of INOFO.
- ii. Approves motions to be tabled at the General Assembly.
- iii. Approves programs, budgets and council reports
- iv. Elects and withdraws members of the Council of Convenors.
- v. Responsible for Statutes.
- vi. Publish event calendar.
- vii. Approves INOFO Motions for the IFOAM International GA
- viii. Exclusion of members
- ix. Voting on IFOAM motion three months in advance (INOFO vote)

2. COUNCIL OF CONVENORS

- i. The core of INOFO.
- ii. Elects Executive Committee (Presidents, Secretary General, External Relationship Managers and the Treasurer).
- iii. Monitors the implementation of the General Assembly decisions.
- iv. Provides oversight function to INOFO activities.
- v. Responsible for shortlisting of motions to be tabled at the General Assembly.
- vi. Mandate Executive Committee to execute projects/motions.
- vii. Overall responsibility for decisions in between General Assemblies.
- viii. Approves new members
- ix. Reports progress to members
- x. Preparation of INOFO Motions for approval one year prior to the GA
- xi. Recommendation for the OFOs to vote in the IFOAM GA.
- xii. Comprises Country and Regional representatives.

3. PRESIDENT

- i. Chairs the Council of Convenors.
- ii. To guide the planning of INOFO activities as directed by the General Assembly
- iii. As head, to represent INOFO to the outside organisations and report to the council.
- iv. To sign (legal) documents, contracts and to bargain on behalf of INOFO as the case may be.
- v. To monitor activities of INOFO on all continents.
- vi. Responsible for all strategic decisions of the Council.

4. SECRETARY GENERAL

- i. Responsible for organizing Council meetings as directed by the President.
- ii. Responsible to execute the agreed programs.
- iii. Resource the program. AHA workshops - co-ordinating and follow (monitoring and steering)
- iv. To sign (legal) documents, contracts and to bargain on behalf of INOFO as the case may be.
- v. To coordinate activities of INOFO on all continents.
- vi. Membership management, membership records.
- vii. To write and maintain minutes of Council meetings and the General Assembly. Recorded to write them.
- viii. Responsible for all administrative functions of the organization.
- ix. Historical documentation of the organization. Have all the documentation. Where Not all done. Anton mandate forms from Membership from last two GA's
- x. To act as Chief Spokesperson of INOFO.
- xi. Attend events.
- xii. Coordinates event calendar. Involved by not co-ordinating.

4. TREASURER

- i. Develops, controls and reports the budget to GA.
- ii. Responsible for financial reporting.
- iii. Approves expenditures.

5. GLOBALRELATIONSHIP MANAGER

- i. To represent INOFO functions.
- ii. Responsible for maintaining a relevant data-base for networking purposes and INOFO's visibility.
- iii. Maintain notes of contact.

6. EXECUTIVE COMMITTEE

- i. Includes President, Secretary, Treasurer, Global Relationship Manager
- ii. Is monitored by the Council of Convenors
- iv. Mandated to do the required business of the Council of Convenors
- v. To execute the project/motions of the GA.

7. CONTINENTAL SECRETARY

- i. To convene, chair continental council meetings, record, save and notify minutes of the same to Executive Committee.
- ii. To coordinate activities of Convenors based in their respective continents and report back to the council.
- iii. To represent INOFO as delegated by council.
- iv. Organize participation at continental events.

8. REGIONAL CONVENORS

- i. To co-ordinate regional INOFO activities in their respective regions with Country Representatives
Responsible for membership recruitment in the region.
- ii. Assesses with country representative new membership before submission to the council for approval.
- iv. Build, communicates and monitors regional data base of OFOs.
- v. To act as contacts to Regional Organic Networks structures.
- vi. To represent INOFO as delegated by council.
- vii. Publish event calendar.

9. COUNTRY REPRESENTATIVE

- i. Reports to the Regional Convenor.
- ii. Recruits Organic Farmers' Organization for the network.
- iii. Build, communicates and monitors regional data base of OFOs.
- iv. Updates country OFOs' on the networks development.
- v. Organize participation of country events within region.
- vi. Represent OFOs at GA.

10. MEMBER ORGANIC FARMERS ORGANISATIONS (OFOs)

- i. Appoints contact person.
- ii. Elects Country Representative.
- iii. Generates and submits motions to Executive Committee to be tabled at the General Assembly.