

UPR INFO

Executive Board

Terms of
reference

1. Background

UPR Info is a non-governmental organisation based in Geneva, founded in 2008, that promotes the protection of human rights through the Universal Periodic Review (UPR) mechanism. UPR Info raises awareness, builds capacity of all UPR stakeholders, and provides them with tools to engage in the UPR process through reporting, advocacy, monitoring, and implementation activities. We work with Member States, development actors, National Human Rights Institutions (NHRIs), United Nations (UN) agencies, in close partnership with civil society organisations (CSOs), by raising awareness and providing capacity-building tools to strengthen their engagement in the UPR process thus also enhancing follow up of UPR recommendations at national level.

2. Organisational structure

UPR Info is comprised of three bodies: the Executive Board, the General Assembly, and the external auditors. In addition, the Secretariat (Staff) completes the governance structure of the organisation.

The General Assembly is a supreme body of UPR Info. It consists of members of the association. It elects the Executive Board.

The Executive Board is a decision-making body in charge of advising and assisting in reaching the organisation's goals, as outlined in the current strategic plan. The Executive Board consists of a President, a Treasurer, as well as additional Board members. It appoints the Executive Director.

The Secretariat (Staff) is headed by the Executive Director of UPR Info and is responsible for the day-to-day implementation of the activities of organisation, programmes and project management, fundraising (as per consultations with the Executive Board), and other operational activities.

3. Composition of the Executive Board

- The Executive Board, hereinafter referred to as the Board, is comprised of the following members: President, Treasurer, as well as additional Board members.
- The position of each member is honorary and pro bono.
- The Board is headed by the President.
- The Board members are elected for three-year period with possibility of renewal (two three-year term)

4. Selection of the Members of the Board

The selection process of UPR Info's Board Members is designed to ensure that the most qualified and committed individuals are chosen to guide the organization in its mission to promote and protect human rights.

The Board composition shall strive to demonstrate geographical and gender diversity, as well as a range of ages, skills, and professional experiences.

Nomination Process

Internally, current board members and staff members are encouraged to nominate individuals who have demonstrated a strong commitment to human rights throughout their careers. In cases where no internal suggestions are made, the Secretariat can issue public calls for nominations.

Evaluation Process

Nominated candidates are evaluated based on the following criteria:

- Expertise and experience in human rights, law, policymaking, international relations, fundraising or the nonprofit sector and other related fields.
- Proven commitment to human rights principles and UPR Info's mission.
- Willingness to fulfill all board responsibilities, including attending board meetings, participating in committees, and assisting with fundraising.

A selection committee, composed of existing board members, assesses the expertise and motivation of the candidates to ensure alignment with the organisation values, mission, and strategic objectives. The final decision in the selection process is made by a vote of the members of the General Assembly.

During the selection process, geographical, gender, and other types of diversities will be considered to ensure an inclusive environment without any form of discrimination.

5. Functions of the Executive Board

- The Board works closely with the Executive Director.
- The Board holds meetings about at least two times during a calendar year, but not less than once a year.
- When necessary, the Board members provide consultations or take part in discussions on a remote basis.

General Duties and Responsibilities

- **Strategic Guidance**
Help shape and refine the organisation's vision, mission, and strategic goals. Provide insights and expertise to ensure the organisation is on a growth trajectory aligned with its mission. Assist in developing and approving long-term plans that drive sustainable growth.
- **Governance**
Policy Development: Ensure that appropriate policies are in place for effective governance.
- **Financial Oversight**
Budget Approval: Oversee and approve the organisation's budget, ensuring that financial resources are allocated effectively and support growth initiatives.
- **Fundraising Support**
Assist in fundraising efforts by leveraging their networks, providing access to potential donors, and endorsing fundraising campaigns.
- **Network and Relationship Building**

Connections and Resources: Utilise their networks to create valuable connections, partnerships, and opportunities that can advance the organisation's objectives.

- **Expertise and Advice**

Offer their specialised knowledge and experience, provide guidance and mentorship to senior management and team members, helping to develop leadership skills and enhance organizational capacity.

- **Risk Management**

Help identify potential risks to the organisation and assist in developing strategies to mitigate those risks.

- **Innovation and Growth**

Advocate for and support initiatives that drive innovation and improve organisational practices. Assist in evaluating new opportunities that could contribute to the organisation's growth.

Specific functions

President

- Advise on the annual strategy and general strategic plan of the organisation.
- Signs documents as required as part of the oversight of the organisation.
- Provides necessary advice and expertise on operational activities of UPR Info.
- Works closely with the Executive Director of UPR Info and, when required, represents the organization, in close consultation with the Executive Director.
- Chairs the Board meetings.

Treasurer

- Annually conducts a general overview of the UPR Info budget and accounting following the review by the audit company.
- Provides comments and inputs on the general organisation of the administrative and financial modalities of UPR Info.
- Provides advice on fundraising opportunities.

- Works closely with the Executive Director of UPR Info and, when required, consults with the relevant Director(s) to engage in external activities or events on an informal basis, contributing to outreach and liaison efforts.
- Takes part in the Board meetings.

Additional Board members

- Provide advice on the general duties and responsibilities of the Board.
- Provides advice on fundraising opportunities.
- Works closely with the Executive Director of UPR Info and, when required, consults with the relevant Director(s) to engage in external activities or events on an informal basis, contributing to outreach and liaison efforts.
- Takes part in the Board meetings.