

DRAFT

**Terms of Reference (TOR)
for
Team strategy Forum (TSF)**

Capital Market Stabilization Fund (CMSF)

The Team Strategy Forum (TSF) is a very crucial and visionary initiative taken by the Honorable Chairman, Capital Market Stabilization Fund to set up the goals, objectives and results-oriented strategic planning for CMSF. TSF is organized in order to hold vibrant brainstorming sessions to focus on claim settlement progress, fund collection and utilization, to follow up the progress of IT related works and drafting strategic plans for CMSF to accomplish its activities in an organized manner.

In order to smoothen the operation of CMSF by involving all the committees, the Chairman CMSF has been convening TSF on a monthly basis. This has become a platform to follow up on the decisions of BOG meetings and other important forum where all the committee chairmen are invited to ensure coordination, cooperation and coherence among different committees within CMSF.

Terms of Reference (TOR) for

Team Strategy Forum (TSF)

1. **Composition:** Team Strategy Forum (TSF) shall be a functional committee established by the board.
2. **Purpose:** The committee shall support CMSF in taking results-oriented strategic planning for CMSF.
3. **Membership of the committee:**
 - a. Every member of TSF shall hold his/her office for a term of 3 (three) years, but shall continue to hold office after the expiry of his/her term until a successor enters.
Provided that no member of TSF shall be appointed for more than two terms.
 - b. The Board will have authority to remove and appoint any member of the TSF of the Fund.
 - c. In case of death, resignation, disqualification, or removal of any member of GJMFC or in any other cases of vacancies, the Board shall fill the vacancy within 30 (thirty) days of occurring such vacancy in the committee.
 - d. No member of TSF shall receive, either directly or indirectly, any remuneration for any advisory or consultancy role or otherwise, other than the management committee's meeting fees or honorarium from the Fund.
4. **Secretarial and Meetings**
 - a. The Board shall select one member from the committee as Chairman of the committee.
 - b. The TSF shall conduct at least 12 (Twelve) meetings in each financial year.
 - c. The Chairman of TSF may convene any emergency meeting if he deems necessary or upon request by any member of the committee.

- d. Quorum of the meeting of TSF shall be constituted in presence of either sixty percent members or two-third of the members of the committee, whichever is higher.
- e. The proceedings of the meeting of the TSF shall duly be recorded in the minutes of the meeting and such minutes will be confirmed in the next meeting.

5. Responsibilities:

- a. To set up the goals, objectives and results-oriented strategic planning for CMSF.
- b. To hold vibrant brainstorming sessions to focus on claim settlement progress, fund collection.
- c. To follow up the progress of IT related works and drafting strategic plans for CMSF to accomplish its activities in an organized manner.
- d. Drafting strategic plans for CMSF to accomplish its activities in an organized manner.

6. Reporting Authority

- a. TSF shall be responsible and accountable to the Board of Governors (BOG) of the fund.
- b. TSF shall perform their duties as per the terms of reference (TOR) as determined by the Board from time to time.