



Filimon House, City Centre. P.O. Box 31076, Lilongwe 3, Malawi Cell: +265 884 997 346
Email: secretariat@ictam.org.mw Web: www.ictam.org.mw

CALL FOR EXPRESSIONS OF INTEREST TO JOIN THE ICTAM CONSTITUTION REVIEW COMMITTEE (CRC)

1. Background

ICTAM, registered as Information and Communication Technology Association Limited (Company Registration Number: 7747), was incorporated on **13th February 2006** and operates as a company limited by guarantee. The current constitution and statutes were adopted on **25th March 2017** during an Extraordinary General Assembly at Crossroads Hotel, Lilongwe.

To ensure relevance and alignment with ICTAM's strategic objectives, legal requirements, and best practices, the association is establishing a **Constitution Review Committee (CRC)** to guide the review and amendment process

Therefore:

The ICT Association of Malawi (ICTAM) is inviting applications to join the Constitution Review Committee (CRC). This is an opportunity to contribute to the review and strengthening of ICTAM's governance framework.

ICTAM seeks applications from the following categories:

1. **Members with significant experience in ICTAM activities or professional development.**
2. **Representatives from Academia:** Individuals with expertise in ICT governance, law, or related fields.
3. **Representatives from Government:** Professionals familiar with ICT policy or governance frameworks in Malawi.
4. **Executives from ICTAM Trustees:** Those who participated in drafting or implementing the current constitution, or who served on the ICTAM Executive between 2016 and 2018.

2. Objectives

The CRC will:

1. Ensure the constitution reflects ICTAM's mission, vision, and strategic goals.
2. Strengthen governance frameworks to address the evolving needs of the ICT sector.
3. Incorporate feedback from ICTAM members and relevant stakeholders.
4. Ensure compliance with Malawi's legal and regulatory framework for professional associations.



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3. Scope of Work

The CRC will:

1. Review the current ICTAM constitution and statutes.
2. Gather input and feedback from ICTAM members and stakeholders through consultations.
3. Benchmark the constitution against governance best practices locally and internationally.
4. Draft proposed amendments to the constitution.
5. Present the revised draft constitution to ICTAM's members and Board for validation and feedback.
6. Finalize the constitution for adoption at an Extraordinary or Annual General Meeting.

4. Deliverables

The CRC will produce:

1. A comprehensive report detailing the findings from the review process.
2. A draft revised constitution and statutes.
3. A consultation report summarizing stakeholder feedback.
4. A finalized constitution ready for adoption by the General Assembly.

5. Eligibility and Attributes

To join the CRC, applicants must:

- Have significant experience or active involvement in ICTAM's activities or professional development.
- Possess expertise or knowledge in governance, ICT policy, legal frameworks, or related fields (preferred but not mandatory).
- Be collaborative, proactive, and dedicated to contributing to the success of the committee.

6. Application Process

Submit an **Expression of Interest (EOI)** via email to the General Manager at andrew.kamwendo@ictam.org.mw. The EOI must include:

1. A cover letter detailing your motivation, relevant experience, and how you meet the eligibility criteria.
2. An updated CV highlighting your professional achievements and ICTAM-related involvement.



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7. Submission Deadline

The deadline for submission is **23rd December 2024, at 5:00 PM**.

8. Selection Process

The ICTAM Executive Committee will review applications. Members will be selected based on their qualifications, experience, and alignment with the CRC's objectives.

9. Additional Information

Participation:

This is a voluntary role. Selected members will contribute their time and expertise to strengthen ICTAM's governance framework.

Tenure:

The CRC will operate for four months, concluding with the adoption of the revised constitution.

Support:

ICTAM will provide access to relevant documents and administrative support to facilitate the committee's work.

For inquiries, please contact:

Andrew Kamwendo

Email: andrew.kamwendo@ictam.org.mw

Be part of this pivotal process. Let your expertise shape the governance of ICTAM and the future of Malawi's ICT sector!