

## **ROLE AND RESPONSIBILITIES OF BOARD MEMBERS**

### **Board members' term, role and remit**

- With the exception of the Honorary Officers, Board members are elected for a term of 2 years and are eligible for re-election for another term of 2 years;
- Board members are elected on the basis of their personal expertise;
- Board members' term of office starts on the first day following the end of the ESSO stand-alone Congress;
- The Board meets at least twice a year;
- The Board conducts the affairs of the Society in accordance with the policies determined by the General Assembly and implement activities that support ESSO's mission;
- The Board appoints the Chairs of the Standing Committees, who are themselves appointed to the Board with voting rights ;
- Board decisions are taken by the majority of the votes;
- Board members have to report any potential conflict of interest.

### **Board members' specific tasks and responsibilities**

- To act as a role model for ESSO by upholding the society's shared vision, mission and core values;
- To serve as a liaison person with other organisations or individuals when appropriate;
- To attend regularly scheduled Board and other meetings as appropriate;
- To participate in the strategic planning of ESSO and setting of priorities;
- To prepare reports and perform other duties as assigned by the President, GA or the Board;
- To keep abreast of ESSO activities;
- To collaborate with other Board members to direct the development of ESSO position papers and key communication messages.

## **President's term, role and responsibilities**

- The President is elected for a term of two years and is not eligible for re-election in the same post.
- Upon completion of his/her term the President shall serve for two further years on the Board as immediate Past-President.
- The President has the following tasks and responsibilities:
  - To preside over Board, Executive Committee and General Assembly meetings;
  - To authenticate, by his/her signature, when necessary, all acts, orders and proceedings of the governing bodies;
  - To sign, barring special delegation of the Board, all acts that bind the Association, other than those pertaining to day to day management;
  - To act as ESSO principal representative to the external world and develop strategic collaborative relationships with key external organisations (including representing ESSO in other organisations and on key committees at the international level and on ceremonial occasions in which a specific representative is not otherwise specified);
  - To lead ESSO strategic planning process and priority setting;
  - To collaborate with ESSO governing bodies in defining, developing or directing the position of ESSO on significant issues;
  - To act as the Scientific Chair of the ESSO Congress at which his/her term as society President ends and as such presides all congress related meetings;
  - To authorize payment for transactions outside the scope of daily management that binds the Association;
  - The President is a member of the Finance Committee.

## **President-Elect's term, role and responsibilities**

- The President-Elect shall serve for two years and is not eligible for re-election in the same post;
- The President-Elect performs all of the duties of the President in his/her absence or incapacity;
- The President-Elect works closely with the President to co-ordinate the work of the organisation in order to assume leadership and provide continuity;
- The President-Elect is a member of the Finance Committee.

### **Past-President's role & responsibilities**

- The immediate Past-President shall hold office for two years;
- The Past President chairs the Nominating Committee;
- The Past- President works closely with the President and President-Elect in order to provide continuity in the society's growth and strategic views;

### **Treasurer's role and responsibilities**

- The Treasurer is elected for a term of two years and is eligible for re-election;
- The Treasurer is responsible for the financial administration of the Society and hence, has the following specific tasks and responsibilities:
  - To present an annual financial report covering the calendar year (from January 1 to December 31), to the Board and to the General Assembly for their approval;
  - To develop the annual budget for the activities of the society, to be submitted to the approval of the Board;
  - To monitor the financial state of the organisation and advise the board accordingly;
  - To authorize payment for transactions outside the scope of daily management that binds the Association;
  - To advise the Board members on the financial aspects of project proposals;
- The Treasurer chairs the Finance Committee and is a member of the Membership Committee.

### **Honorary Secretary's Role & Responsibilities**

- The Honorary Secretary is elected for two years and is eligible for re-election;
- The Honorary Secretary is responsible for the Secretariat of the Society;
- The Honorary Secretary signs the minutes of the meetings of the Board and General Assembly, and is responsible for the arrangements of those meetings;
- The Honorary Secretary acts as the society's representative on the EJSO's Editorial Board;
- The Honorary Secretary proposes updates of the Statutes and/or Internal Rules when and where appropriate;
- The Honorary Secretary is a member of the Membership Committee.