

	<b>FEDERATION EUROPEENNE DES GEOLOGUES EUROPEAN FEDERATION OF GEOLOGISTS FEDERACION EUROPEA DE GEOLOGOS</b>	Number: N9 Issue: Ver 8 Date: June 2013
	<b>REGULATIONS</b>	Approval Authority
	<b>The Board</b>	<b>COUNCIL</b>

## 1 OBJECTIVE

To ensure that the Board of the EFG operates to ensure the good governance of the EFG.

## 2 SCOPE

This Regulation covers the roles and responsibilities of the Board.

## 3 PROCEDURE

### General

- 3.1 The Board comprises the Officers of the EFG (President, Vice President, Secretary General, Treasurer and Delegate for European Union Matters).
- 3.2 Officers are Honorary Officers and shall not receive any payments from the EFG related to the time spent by them on EFG business.
- 3.3 Officers may claim from the EFG reasonable expenses incurred by them in undertaking their duties as Officers of the EFG. The arrangements for payment of expenses are as set out in Paragraphs 3.9 to 3.12 below.
- 3.4 The responsibilities of the Board shall be to:
  - (i) Carry out the duties for the Officers as set out in Statutes and this regulation;
  - (ii) Prepare proposals for activities to be undertaken by the EFG and to bring these proposals before Council for approval; and
  - (iii) Undertake activities on behalf of the EFG as may from time to time be approved by Council. The Board may meet to progress the business of the EFG and to discharge their responsibilities as set out in Section 7 of the Statutes. Meetings of the Board shall be arranged in order to minimise costs to the EFG. The use of electronic communications shall be adopted whenever practicable in order to reduce the costs of travelling and accommodation.

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- 3.5 The Board has the power to call an Extraordinary General Meeting of the EFG in accordance with Statutes.
- 3.6 The Board is not authorised to take decisions that shall properly be the responsibility of Council.
- 3.7 The procedures for meetings of the Board are set out in the following flow chart.
- 3.8 The Board may co-opt up to two other members of Council for specific purposes for a period of up to one year. Details of all co-options shall be notified to Council in writing. Such co-opted persons shall not have voting rights on the Board.
- 3.9 The Board may in alternate years invite the election for the new President to be carried out at the winter council meeting. The successful candidate for this position of President Elect shall be a co-opted member.

### **Expenses**

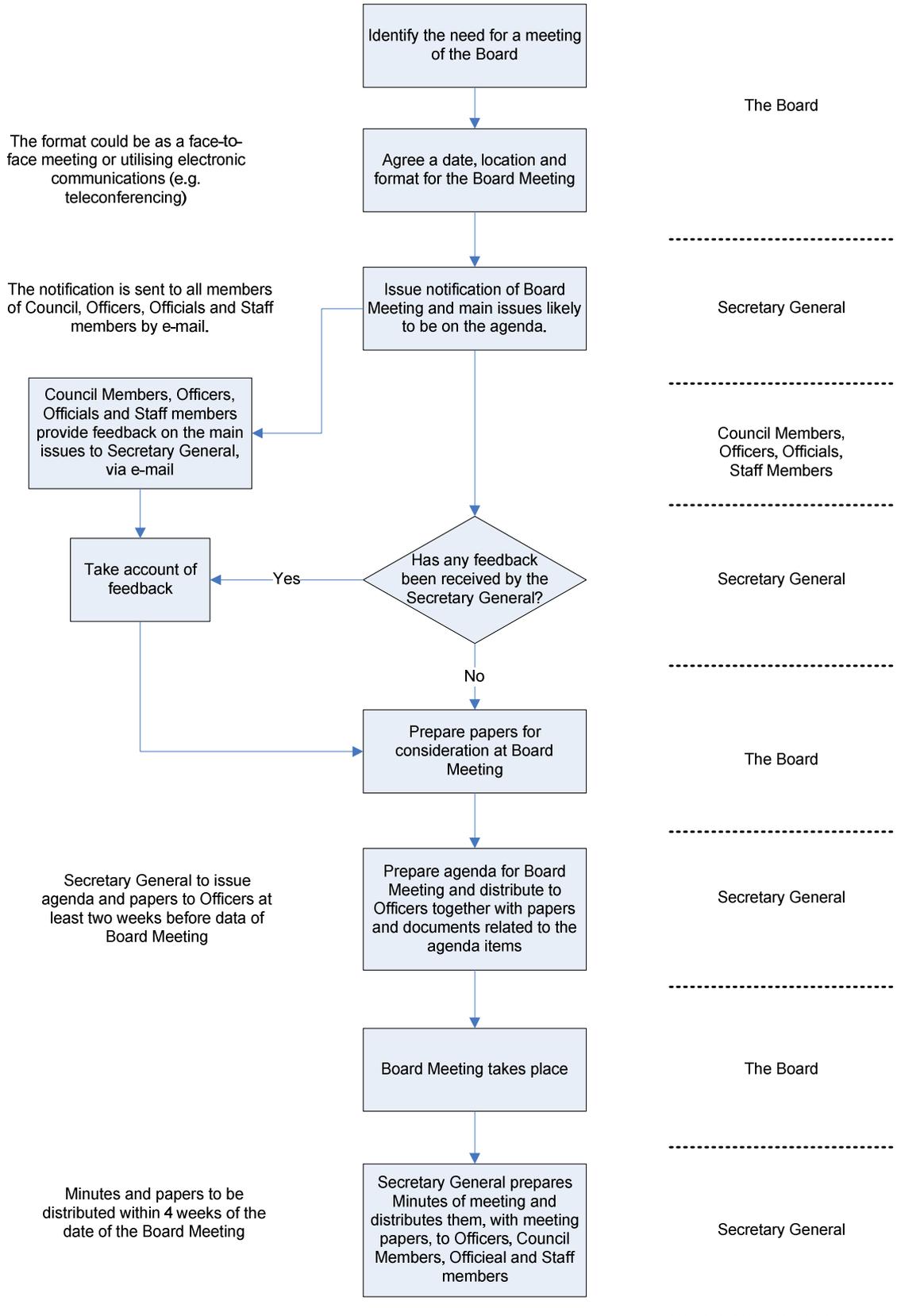
- 3.10 As an integral part of the preparation of the EFG Annual Budget for approval by Council, the Officers shall prepare and submit an estimate of the expenses that they will incur during the year in discharging their duties. Following approval of the expense allowances by Council, the individual Officers shall not exceed the approved expense allowances without specific approval by Council.
- 3.11 Officers are encouraged to seek external sponsorship to cover their expenses for undertaking their duties. In the event that Officers are unable to secure external sponsorship, they may claim the following expenses from the EFG for undertaking their duties:
  - (i) Standard/Economy class travel from place of residence to the location of the Council and Board Meeting (and return) utilising methods of transportation to minimise travel costs;
  - (ii) Up to three nights' accommodation during a Council or Board Meeting utilising appropriate measures to minimise costs;
  - (iii) A reasonable amount for meals during travel and during the Council and Board Meetings;
  - (iv) Postage and communication costs incurred as a direct consequence of the Officer undertaking his duties.
- 3.12 Officers may not claim for the costs of alcoholic drinks from the EFG, nor may they claim any fees for the time they spend on EFG business (except for work that they individually undertake as subcontractors or experts on EFG projects and that is reimbursed from project budgets).
- 3.13 All claims for expenses must be supported by receipts for the expenditure incurred and claimed.

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Notes and Additional Information

Action

Responsibilities



## **ROLES AND RESPONSIBILITIES OF THE BOARD MEMBERS**

### **4 ROLES AND RESPONSIBILITIES OF THE PRESIDENT**

The President is the chief executive officer of the Federation responsible for planning, organising, directing and coordinating all activities of the Federation to ensure that the objectives of the Federation are met, and that specific strategies and plans approved by the Council are implemented. The President shall discharge these responsibilities by:

- (i) Chairing meetings of the Council and Board. When prevented from giving full attention to the current business of the EFG, the President shall provide timely notice to the Vice President in order that all responsibilities are discharged;
- (ii) Ensuring that the provision of the Statutes of the EFG are maintained [G2, 3.1] and that appropriate measures are proposed to Council for the good management of the EFG;
- (iii) Ensuring that the activities of the EFG are consistent with its legal status as an International Non-Governmental Organisation established as a non-profit making organisation;
- (iv) Ensuring that the geological profession in Europe and the EFG is appropriately represented to the European Union and its various organisations;
- (v) Representing the EFG in all international forums.
- (vi) Making contacts and developing relationships with other organisations and institutions related to the Earth Sciences in Europe and elsewhere in the World.
- (vii) Acting as chief spokesperson of the EFG to the public, the press, legislative bodies, the geological community at large and governments of individual states of Europe and elsewhere in the World.
- (viii) Appointing EFG representatives to civic, professional and governmental organisations as may be required to execute the business and affairs of the EFG and/or to ensure maximum visibility for the EFG.
- (ix) Coordinating the design of the external communications programme of the EFG.
- (x) Signing, on behalf of the EFG, all contracts established between the EFG and European Union institutions or other legal entities [N5, 4.3].
- (xi) With the Treasurer, supervising all financial transactions of the Federation [N6].
- (xii) Coordinating annual reporting and preparation of strategic plans for consideration by the Council of EFG.
- (xiii) Coordinating all the activities of the Board, including ensuring that work is distributed effectively and that all necessary information is available to Board members and ensuring that all Officers, Members of Council and Officials perform the duties assigned to them properly;
- (xiv) Recommending to Council for the appointment of chairs of Panels of Experts, standing committees and other EFG committees in accordance with the Regulations and ensuring that the panels and committees perform the duties assigned to them properly;
- (xv) Preparing and presenting a written report for every Council meeting describing the activities of the President in the relevant period [N8, 3.14];
- (xvi) Taking all necessary steps to ensure smooth and efficient hand over to a successor following elections.

## **5 ROLES AND RESPONSIBILITIES OF THE VICE PRESIDENT**

The Vice President is the deputy chief executive of the EFG, responsible for supporting the President at all times and substituting for the President when required. The Vice President shall discharge these responsibilities by:

- (i) Supporting the President in all tasks assigned by the President including chairing Council or other meetings when the President is absent and representing the EFG in all matters when the President is unable to give full attention to the current business of the EFG;
- (ii) Implementing strategies related to professional matters, ethics and membership.;
- (iii) Preparing and presenting a written report for every Council meeting describing the activities of the VP in the relevant period [N8, 3.14];
- (iv) Ensuring communication on governance matters between the Board, the Council and the Office.
- (v) Implementing the strategic plan that guides the direction of the business or their area of responsibility.
- (vi) Taking overall responsibility for proposing strategic objectives and implementation of EFG strategy relating to professional matters and membership
- (vii) Participating with international organisations relevant to mutual recognition of professional titles (especially through the IUGS Task Group on Global Geoscience Professionalism)
- (viii) Taking all necessary steps to ensure smooth and efficient hand over to a successor following elections.

## **6 ROLES AND RESPONSIBILITIES OF THE SECRETARY GENERAL**

The Secretary General is responsible for implementation of strategy relating to EU policies and environment and all administrative support and maintenance of official Federation records. The Secretary General shall discharge these responsibilities by:

- (i) Proposing strategic objectives and related budgets and taking responsibility for oversight of implementation and budgetary control
- (ii) Providing to the Treasurer all necessary information on income and expenditure and budget forecasts relating to EU policies and environment.
- (iii) Checking that issues relevant to the geological profession that are identified by the Council are communicated to the relevant officials within the European Union.
- (iv) Co-ordinating the activities of the Panels of Experts, in relation to the preparation of consultation responses to the European Commission and other bodies who may request EFG feedback
- (v) Working in collaboration with the EFG office to supervise all matters related to:
  - o Issuing notices related to the meetings of Council and Extraordinary General Meetings;
  - o Preparing and issuing minutes of the meetings of Council and the Board;
  - o Maintaining records related to the award and maintenance of the Title of European Geologist including Licensed Bodies, National Association Members, and Council Members and provide all necessary membership information to the treasurer for the purpose of preparing invoices.
- (vi) Coordinating annual reporting by member associations.
- (vii) Preparing and presenting a written report for every Council meeting, including [N8, 3.14];
- (viii) Performing all other duties defined in Regulations or assigned by the President.

- (ix) Taking all necessary steps to ensure smooth and efficient hand over to a successor following elections.

## **7 ROLES AND RESPONSIBILITIES OF THE TREASURER**

The Treasurer is the chief financial officer of the Federation responsible for ensuring that all aspects of financial management and planning are properly carried out. The Treasurer shall discharge these responsibilities by:

- (i) Preparing the EFG annual budget. A draft budget for the forthcoming year shall be agreed by the Board and then presented to a formal Council Meeting for approval.
- (ii) Taking responsibility for all financial aspects of strategic plans that may be prepared by the Board for presentation to Council.
- (iii) Efficient collection of all money due to the EFG and that all sums are paid without delay to the EFG's Banker and credited to the appropriate account;
- (iv) Efficient payment of all money owed by the EFG and that all sums are paid without undue delay to the correct authority;
- (v) Proper management of the EFG's investments and funds on deposit;
- (vi) Supervising meticulous maintenance of the EFG's management accounts through appropriate book keeping and routine reporting procedures.
- (vii) Reporting at each Council and Board meeting in written form a statement of the financial situation, including debts, of the EFG up to the end of the quarter preceding the meeting
- (viii) Monitoring the EFG budget and ensuring that it conforms as closely as possible to the estimates approved by Council, and reporting performance against the budget at each Board meeting. If significant variance from an approved budget is identified as having occurred or is predicted to occur, preparing revised budgets and associated justifications for consideration and approval by Council.
- (ix) Preparing an annual Statement of Accounts, including an Income and Expenditure Account and a Balance Sheet ("Financial Statements") and presenting the Financial Statements to Council at a formal Council meeting for approval. These financial statements must be presented in a format that meets the requirements of Council and all appropriate external bodies.
- (x) Ensuring that the Financial Statements have been subject to checking and auditing before being presented for approval including:
  - o Checking and agreement by the Board
  - o Checking by Council members appointed by Council to undertake this task (the "Commissaires")
  - o External auditing by an appropriately qualified person or company (when determined by Council that external auditing must be carried out).
- (xi) Ensuring that complete information is made available to internal checkers and external auditors promptly and in formats that allow for efficient discharge of their duties.
- (xii) Completing and presenting checked/audited Financial Statements to a formal meeting of the Council for approval promptly following the financial year end and in any event within the following financial year.
- (xiii) Answering all reasonable questions of checkers or auditors, where necessary referring to the Board for assistance.
- (xiv) Take all necessary steps to ensure smooth and efficient hand over to a successor following elections.

## **8 ROLES AND RESPONSIBILITIES OF THE EXTERNAL RELATIONS OFFICER**

The External Relations Officer (“ERO”) is responsible for overseeing the calls for project proposals by the European Commission that are relevant to the EFG, for coordinating the activities of the EFG office in communication, education, dissemination and outreach issues, and broadening the circle of EFG member associations.

The External Relations Officer shall discharge these responsibilities by:

- (i) Checking the calls for project proposals by the European Commission;
- (ii) Taking part in the preparation of project proposals and in the implementation of them if they are funded,
- (iii) Acting in the capacity of line manager for the Executive Director of the EFG, including conducting an annual appraisal interview, being available to the Executive Director to hear any concerns or suggestions regarding employment and ensuring that the Board reviews the Executive Director’s salary and conditions at least annually;
- (iv) Coordinating all EFG external communications, including electronic communications and the EFG webpage;
- (v) Organizing the activities related to the European Geologist magazine (“EGM”) and chairing the Editorial Board;
- (vi) Representing EFG at special events if needed;
- (vii) Providing to the Treasurer all necessary information on income and expenditure and budget forecasts relating to EGM and the expectable projects;
- (viii) Preparing and presenting written reports for every Council meeting on EGM, and activities in European Institutions.
- (ix) Taking all necessary steps to ensure smooth and efficient hand over to a successor following elections.