	FEDERATION EUROPEENNE DES GEOLOGUES EUROPEAN FEDERATION OF GEOLOGISTS FEDERACION EUROPEA DE GEOLOGOS	Number: N4 Issue: Ver 7 Date: May 2018
	REGULATIONS	Approval Authority
	Operation of the Office	COUNCIL

1 OBJECTIVE

To ensure that the office of the European Federation of Geologists is operated and maintained so as to facilitate the efficient and effective conduct of the business of the EFG.

2 SCOPE

This Regulation covers procedures for office operation and the appointment, roles and responsibilities of staff members of the EFG.

3 RELATED REGULATIONS

Reference should be made to the following related Regulations:

- Regulation G3: Publications and Communications
- Regulation N5: Projects and Contracts
- Regulation N6: Financial Management
- Regulation E4: Licensed Bodies

4 PROCEDURES

4.1 EFG Office operation

The activities of the office shall focus on the EFG objectives and shall follow the work programme and strategy plan approved by the EFG Council.

The EFG Executive Director is the staff member responsible to the EFG Board for the day-to-day management and operation of the EFG Office.

The responsibilities of the EFG Office shall be to:

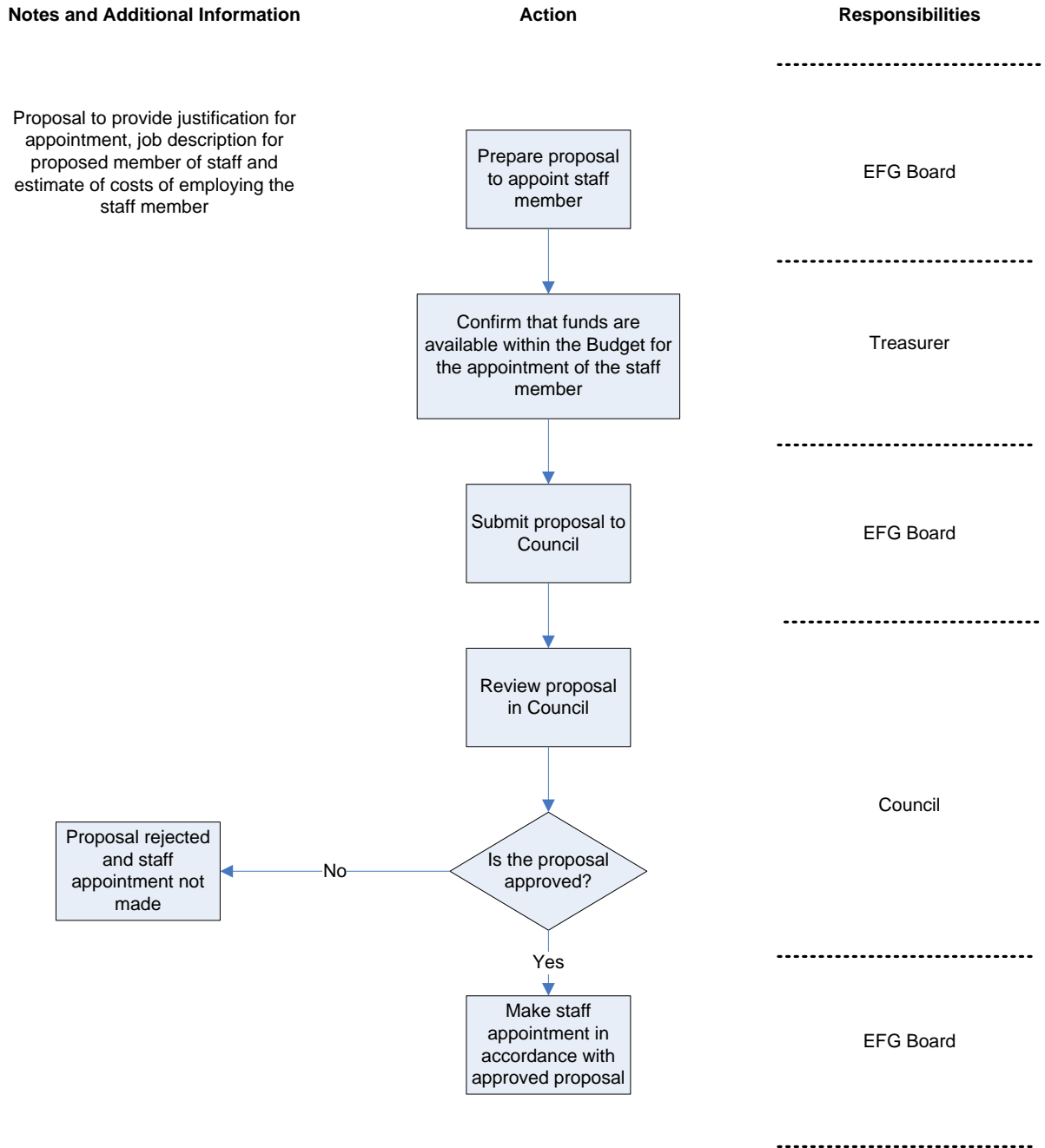
- (i) provide administrative support to the EFG Council and Board, including:
 - making logistical arrangements for EFG Board and Council Meetings;
 - providing secretarial services in support of maintaining liaison between the Board and National Associations;
 - providing support in maintaining the legal title of the EFG;
 - making logistical arrangements for and supporting the Board at activities (workshop meetings, training courses, etc) where the EFG is involved in formal outreach activities; and
 - providing administrative and logistical support to EFG Working Groups and Panels of Experts.
 - administer the bank account related to costs incurred in the day-to-day operation of the EFG office in accordance with procedures established by Regulation (see Regulation N6);

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- keeping and updating the financial records of the EFG as directed by the Treasurer.
- Supporting the Secretary General in all matters related to:
 - i) Issuing notices related to the meetings of Council and Extraordinary General Meetings;
 - ii) Preparing and issuing minutes of the meetings Council and the Board;
 - iii) Maintaining records related to the award of the Title of European Geologist.
- (ii) provide administrative support to the International Licensed Body (see Regulation E4), including:
 - processing of applications received for award of the Title of European Geologist;
 - sending a certificate and lapel pin to newly appointed European Geologists
 - issuing notifications to European Geologists on the register of the International Licensed Body regarding payment of fees and submission of Continued Professional Development records; and
 - collecting fees and CPD records and maintaining appropriate records for European Geologists on the register of the International Licensed Body
- (iii) provide support to the EFG Board in managing aspects of the EFG's communication activities, including:
 - EFG web site;
 - newsletters such as GeoNews; and
 - informing EFG Members, EurGeols, and EFG Experts of the European Commission policy activities in relation to the Geology profession.
- (iv) provide support to the EFG Board and Council in relation to contracts and projects (see Regulation N5), including:
 - identification of opportunities for projects and contracts;
 - preparing proposals for projects;
 - administration of projects; and
 - preparing progress reports.
- (v) prepare and present reports to Council on the activities undertaken by the EFG Office;
- (vi) manage and supervise other staff members that may be appointed to support the activities of the EFG Office;
- (vii) manage the health and safety aspects of the EFG office; and
- (viii) undertake such other duties as may be agreed between the Executive Director and the EFG Board.
- (ix) liaise with the landlord and the host National Association as appropriate

5 APPOINTMENT OF STAFF

The procedure for the appointment of EFG staff is outlined below.



The EFG Board shall be responsible for establishing the Terms of Employment for staff members in accordance with the arrangements approved by Council.

6 ROLES AND RESPONSIBILITIES

The EFG Board shall prepare a Job Description for each staff member and shall agree this with the staff member concerned. The Job Description shall define the duties to be undertaken by that staff member.

The EFG Board shall be accountable to Council for ensuring that staff members undertake the duties assigned to them in a satisfactory manner and shall take such actions as are necessary to ensure the assigned duties are carried out in a satisfactory manner. The Officers shall establish an appraisal methodology and assessment criteria based on the forward work programme and job description and shall conduct annual staff appraisals.

The Executive Director shall consider the External Relations Officer as their line manager in relation to the operation of the office and staff performance reviews.

The External Relations Officer (ERO) shall be responsible for 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;

The Treasurer shall be responsible for ensuring that staff members are paid in accordance with their Terms of Employment.

7 RECORDS

The Treasurer shall be responsible for ensuring that all records related to the employment and remuneration of staff members are kept and updated by the office.

The EFG Executive Director shall be responsible for keeping and updating all records related to:

- a) the activities of the EFG Office, including:
 - EFG official documents produced by the Board, Council, working groups, panels of experts, EFG Members,
 - office documents and copies of official correspondence to EFG including a correspondence register.
 - records related to the EFG web site and all the documents included therein.
- b) the operation of the International Licensed Body, including:
 - records of EurGeol Applications, EurGeol Title, CPD reports, etc related to the International Licensed Body.