



BOARD

TERMS OF REFERENCE FOR LIAISON OFFICERS

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1. Introduction

This document sets out the terms of reference for Liaison Officers.

2. Aim

ENFSI may have Liaison Officers who represent the Board to relevant and important organisations with the aim of establishing and maintaining good relationships to further the aims of ENFSI.

3. Responsibility

A Liaison Officer operates under the responsibility of the Board and acts as a delegate of the Board.

4. Term

For reasons of continuity the ENFSI Board will appoint the Liaison Officers for a period of three years.

5. Eligibility

To be eligible for Liaison Officer, a person should be an ENFSI Member with specific competence and/or interest in the respective field.

6. Duties

Duties of a Liaison Officer:

- Take council and advise the ENFSI Board about the issues and policy concerning the respective fields;
- Inform the ENFSI Board of the developments and progress;
- Communicate and exchange information directly with the related organisations;
- Take part in and/or organize regular meetings with the organisations;
- Prepare and give ENFSI Board for acceptance a Strategic Plan for co-operation with relevant organisations and Key Issues for coming Summit Meetings and distribute these to the ENFSI-community
- Present a Progress Report to the Membership during the ENFSI Annual Meeting.

APPROVED BY THE AMON 24 MAY 2003