



Approved by the membership at AM 2016

## TERMS OF REFERENCE FOR THE BOARD

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### 1. Introduction

This Terms of Reference outlines the hierarchy, tasks and practical rules regarding the Board. The Composition of the Board as well as the terms of office of the Board members is governed in the constitution.

### 2. Definition

ENFSI shall have a Board for its management. The Board is accountable to the Membership – the highest authority in ENFSI – and its task is to perform a managerial role aiming to develop the ENFSI policies.

### 3. Hierarchy

Accountable to the ENFSI Board are:

- The ENFSI Secretariat
- The Committees
- The Liaison Officer(s)
- The EWG
- The project group(s) or “temporary committee(s)”

### 4. Responsibilities

The main tasks:

- To conduct ENFSI guided by frameworks, plans and budgets approved by the Member-representatives.
- To be ultimately responsible for organising the Business Meetings.
- To represent ENFSI before other organisations, establishing the relevant relationships with them.
- To prepare and monitor the Strategic Plans to be approved by the Member-representatives at the Annual Meeting.
- To give and take advice from the Committees.
- To arrange extraordinary meetings if necessary.
- To assign a Board representative for each Standing Committee.
- To monitor, co-ordinate, review and support the work of the Expert Working Groups
- To establish and maintain a list of Steering Committees of each Expert Working Group
- To establish and maintain a list of EU funded projects of Expert Working Groups
- To grant the ‘ENFSI Merit Award’ to individuals who the Board believes have made distinguished contributions to ENFSI.

## 5. Board Meetings

### 5.1 Frequency

- The Board shall meet at least 4 times a year.
- The dates of the Board Meetings are communicated to the Membership.

### 5.2 Venue

- The Board shall be free to select the venue of its meetings?

### 5.3 Participation

- All Board Members shall attend as many of the meetings as possible.
- At least three Board Members must be present during the meeting. One of them must be the Chairperson or the Chairperson Designate.
- The Secretary shall attend the meetings giving general support to the Board.
- The chairpersons of the Standing Committees shall participate in at least one of the Board Meetings during an ENFSI financial year.

### 5.4 Agenda

- All Board Members as well as the chairpersons of the Standing Committees are entitled to suggest topics for the Agenda.
- The definitive Agenda shall be decided on at the start of the meeting.

### 5.5 Voting

- Decisions are taken by simple majority.
- Each Board Member has one vote.
- The chairpersons of the Standing Committees, liaison officer(s), chairpersons of the Working Groups and the Secretariat or any guest do not have voting rights.

### 5.6 Minutes

- The Secretary shall take the minutes from the meetings which are to be approved by the Board Members.
- The minutes shall be distributed to the Membership.

## 6. Amendments against the previous version

12-05-2016

Apart from small editorial changes following points have been amended:

Topic 1: The second sentence concerning which refers to the Constitution has been added.

Topic 3: The last two bullet points have been added

Topic 5: Under 5.3, last bullet point, the wording has been changed from ENFSI year into ENFSI financial year. Under 5.5 the last bullet point has been added.

Former Topic 4 “Composition” and Topic 5 “Terms of office” have been removed as they have been incorporated into the Constitution. The numbering therefore has been adapted accordingly.