



Approved by the membership at AMM 2019

TERMS OF REFERENCE FOR THE BOARD

DOCUMENT TYPE :	REF. CODE:	ISSUE NO:	ISSUE DATE:
STATUTORY	BRD-TOR-006	006	30 MAY 2019

1. Introduction

This Terms of Reference outlines the hierarchy, tasks and practical rules regarding the Board. According to § 16 of the ENFSI Constitution this document describes internal regularities in addition to §§ 9-12 of the ENFSI 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. Equality

All Board Members are equal in every respect, particularly in the decision making process. The Executive Board, representing ENFSI on a legal basis, cannot take any actions without prior consultation with other Board members.

4. Hierarchy

Accountable to the ENFSI Board are:

- The ENFSI Secretariat
- The Standing Committees
- The Liaison Officer(s)
- The EWGs
- The project group(s) or task forces

5. Responsibilities

The main tasks (in addition to § 11 of the Constitution):

- To assure that ENFSI complies with the Constitution and its bylaws and propose changes to these, if necessary
- To represent ENFSI before other organisations, establishing the relevant relationships with them.
- To prepare and monitor the Action Plans and the triennial Strategic Plans to be approved by the members.
- To give and take advice from the Standing Committees and EWGs.
- To nominate SC members and Chairperson
- To arrange extraordinary meetings if necessary.
- To assign a Board representative for each Standing Committee.
- To form and to dissolve temporary project groups and task forces.

- To monitor, co-ordinate, review and support the work of the Expert Working Groups, formal Project Groups and Task Forces
- To award individuals who have made significant contributions to ENFSI or to forensic science in general according to the “Framework for Awarding”

6. Board Meetings

6.1 Venue

- The Board can issue a call for hosting of board meetings and shall be free to select the venue from gathered offers.

6.2 Participation

- All Board Members shall attend as many of the meetings as possible.
- The Secretariat 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.
- Other guests can be invited to Board Meetings if necessary.

6.3 Agenda

- The Secretariat in cooperation with the Board shall collect topics for the meeting agenda. The ENFSI community may approach the Secretariat if they wish to have a certain topic discussed by the Board.
- The definitive Agenda shall be decided on at the start of the meeting.

###

Amendments against the previous version

30-05-2019

Apart from small editorial changes following points have been amended:

Topic 1: The corresponding paragraphs of the ENFSI Constitution have been added as reference.

Topic 3: A new topic on “Equality” has been added. The numbering has been adapted accordingly.

Topic 5: The responsibilities have been redefined. Tasks which are already governed by the ENFSI Constitution or which were not appropriate anymore have been removed.

Topic 6: Former sub-topic 5.1 “Frequency”, 5.5 “Voting” and 5.6 “Minutes” have been removed as they are already governed by the ENFSI Constitution. Under 6.3 “Agenda” the ENFSI community is given the possibility to request the admittance of topics to Board Meeting agendas.

12-05-2016

Terms of Reference and Framework for the Board have been merged as they have been almost identical.

Apart from small editorial changes following points have been amended:

Topic 1: The second sentence 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.