Roles of EFCE Officers
Procedure PR- 02

0	November 2020	First Issue	GV	GV	HF
REV	DATE	DESCRIPTION	PREPARED	CHECKED	APPROVED

1.0 Election of EFCE Officers

The EFCE Officers are the President and Vice Presidents of the CIO, elected in accordance with the EFCE Rules, reported in Procedure PR-01, para. 6.5.4, as follows:

- Officers are nominated by Member Societies of the CIO; the General Secretariats will write to the Member Societies in advance of any elections and invite them to submit their nominations, together with a brief CV and mission statement of the proposed candidate.
- The Executive Board will consider all nominations and recommend their preferred candidates to the General Assembly based on the individual's suitability for the role and their agreement to stand.

  The General Assembly shall endorse the candidates in line with clause 13.2 of the Constitution

2.0 Roles and Responsibilities of EFCE Officers

The roles and responsibilities of the Officers are specified in para 6.5 of the EFCE Rules, PR-01. Para 6.5.1, 2 and 3, as follows:

2.1 The President

The primary responsibilities of the President (together with the two Vice- Presidents) are to:

- promote the interests of the CIO and safeguard its future;
- decide on all operational matters in accordance with the decisions of the Charity Trustees;
- act as the Chair of meetings of the General Assembly and other meetings of members and the Charity Trustees;
- report to the General Assembly the activities of the CIO;
- confirm the Chair of Working Parties and Sections;
- recommend the creation or dissolution of a Task Group to the Charity Trustees; and

- represent the CIO in its relations with outside organisations and institutions.

The Immediate Past President may be invited to attend the meetings of the Charity Trustees for a further two-year period after their retirement to enable their successor to retain the benefit of their experience.

In case there is a tie in any vote, the President has the casting vote.

2.2 The Scientific Vice-President

The Scientific Vice-President shall:

- be responsible for monitoring the functioning and activities of the Working Parties and Sections as well as ensuring compliance with the policy of the CIO;
  - organise and chair the annual meeting of the Working Party, Section and Task Group Chairs to facilitate the coordination and the exchange of information between the various groups of the CIO;
  - request and examine the annual reports of the Working Parties and Sections;
  - report on the scientific activities of the Working Parties and Sections to the Charity Trustees and the General Assembly; and
  - recommend the formation or dissolution of a Working Party/Section to the Charity Trustees.

2.3 The Executive Vice-President

The Executive Vice-President shall support the President and, in the latter's absence or incapacity, deputize for him in all his duties, including making the casting vote should the necessity arise.

The Executive Vice-President will overview the economic and financial performance of the CIO, supervising the activities of accounting and treasury.

3.0 Management Committee

The EFCE Officers meet with the three EFCE Secretariats at least twice a year and as often as required, ie tentatively once a month except during Christmas and summer breaks.

Management Committee Meetings are held normally by videoconference and preferably in person before the Charity Trustees Executive Boards.

Agenda of the meetings are prepared and circulated by the Executive Vice President.

The actions agreed during the Management Committee meetings are recorded and followed-up by the EFCE Secretariats.