

Role and Functions of the Executive Committee

Excerpts from the Statutes

Art. 17.

1. The Executive Committee, subject to the overall direction of the General Assembly, directs and administers the NGO Group and its staff.
2. The tasks entrusted to the Executive Committee are in particular to:
 - a. establish clear objectives and guidelines regarding priorities for the NGO Group, and approve an annual action plan;
 - b. mobilise the engagement of members in promoting the mission and objectives of the NGO Group;
 - c. take responsibility, with appropriate delegation to the director/coordinator if appointed, for the employment and supervision of staff;
 - d. organise the General Assembly of the NGO Group;
 - e. coordinate actions undertaken by, and in the name of the NGO Group, carry out activities decided by the General Assembly and approve publications envisaged in the name of the NGO Group;
 - f. be responsible for the financial aspects, including fund-raising, of the NGO Group; including those of each working group;
 - g. be responsible for staff pay policy and allocate funds for the employment of staff to carry out activities in line with the approved budgets and the association's objectives.
 - h. guarantee the constitution and manage a financial reserve of an average of three months of operational costs

Art. 18.

The Executive Committee meets at least three times a year. A quorum for meetings of the Executive Committee shall be at least half its elected members (meetings may be held by video/teleconferencing, in which case members who take part will be considered "present"). Decisions are taken by consensus or, if the need arises, by a simple majority vote, with the chairperson having a casting vote in the event of a tie. Reports and/or minutes of the Executive Committee meetings are circulated to the membership.

31/05/2011