



EURO EWING Consortium Executive Committee Terms of Reference

Purpose

The EURO EWING Executive Committee (EEC-EC) is responsible for the EUROEWING Consortium (EEC), acting on behalf of its members to deliver the aims and objectives of the EEC as set out in its strategy.

Membership of the EEC Executive Committee

EEC-EC representatives will be nominated and approved by the EEC members, under processes set out by the EEC-EC to be established first in 2020.

Chair

The role of the Chair and Deputy Chair will be to ensure that the EEC-EC functions and meets regularly in support of the goals of the EEC.

Nominations for the Chair and Deputy Chair will be provided by the EEC-EC. The Chair and Deputy Chair will be elected by consensus, or voting if needed, by the EEC-EC. The Chair and Deputy Chair will be elected for a term of three years with the potential to be elected for a further term. If the Chair and Deputy Chair are not re-elected, the Chair will remain on the EEC-EC for a further year to support the new Chair and Deputy Chair but will not have voting rights. The future Chair will be elected two years into the term and will participate on the EEC-EC for one year before taking on the role of the Chair, but without voting rights unless already a representative of the EEC-EC. They may be reappointed to be Chair after an absence of one term.

The deputy Chair should be an existing member of the EEC-EC and will be elected near to the end of the term held by the present deputy Chair.

Quorum

A quorum is defined as the presence of the majority of EEC-EC representatives.

Length of office

Representatives will remain in office for a term of three years and can be approved by the EEC members for a further consecutive term. They may be reappointed after an absence of one term. If a representative is unable to complete the term, the EEC-EC will nominate a replacement for the remainder of the term.

Frequency of meetings

The EEC-EC will meet twice a year face to face and a minimum of three times a year by teleconference. However, under exceptional circumstances, the EEC-EC may redefine this as required.

Attendance

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EEC-EC representatives must attend at least 50% of Committee meetings each year. Attendance will be recorded and a summary minuted annually. Advice to continue or terminate an EEC-EC representative position will be voted on by the remaining EEC-EC representatives.

Voting

Decisions will be made by a simple majority of those entitled to vote. In the case of equal votes, the Chair will have the casting vote.

Responsibilities

The EEC-EC will be responsible for:

- The development of a strategy for the EEC and ensuring that it is carried out
- Managing the membership of the EEC. The EEC-EC will approve membership requests to join the EEC in a timely fashion with a majority of approvals by EEC-EC representatives required
- The organisation of networking meetings for EEC members
- Ensuring financial stability
- Exploring the opportunity for the EEC to become a legal entity
- The set up of working groups and subgroups that will promote and develop areas within the remit of the EEC, and will lead or delegate their leadership to members of the EEC while maintaining oversight of their activity. Working groups and subgroups will be required to report back to the EEC-EC on progress.
- Electing representatives for attendance at other groups/meetings to represent the EEC

Secretariat support

The EEC and the EEC-EC will be supported by a Scientific Project Officer who will assist with financial matters, minuting meetings and carrying out actions. The EEC-EC is responsible for ensuring funding is available to support this post and running costs.

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