

TERMS OF REFERENCE FOR GROUPE CONSULTATIF OFFICERS (BOARD OF DIRECTORS)

The collective role of the Officers (Board of Directors) is:

1. To develop and keep under review the strategy and business planning, the general operation, committee structure and statutes of the Groupe Consultatif, subject to input from the Standards, Freedoms and Professionalism Committee; to submit to the General Assembly for approval proposals for strategy and business planning, and for any proposed amendments to the statutes, the general operation and the committee structure of the Groupe Consultatif.
2. To consider the finances of the Groupe Consultatif, to present audited Annual Accounts to the Groupe Consultatif at its General Assembly and to recommend the annual fee to the Groupe Consultatif General Assembly.
3. To consider applications for all membership categories of the Groupe Consultatif and, in the light of advice from the education committee as to whether the qualification requirements have been met, make recommendations to the Groupe Consultatif General Assembly regarding admission or rejection.
4. To ensure that six months' notice is given to Member Associations of vacancies for Office Bearers that are expected to occur at the next Annual Meeting and to ensure that nominations for such vacancies are considered by the Nominations Panel.
5. To be responsible for staff and accommodation matters, including recruitment and terms of remuneration of permanent and temporary staff.
6. To keep under review the publications and the website of the Groupe Consultatif.
7. To oversee the issuance of any press releases, news releases or information notes of the Groupe Consultatif, following the recommendations of the relevant committee of the Groupe, and to issue guidelines for public statements by the Groupe or any of its committees.
8. To organise Annual Meetings and any Special General Assembly of the Groupe Consultatif.
9. To report as necessary to the Member Associations on the above.
10. To take such interim decisions as are necessary in the following areas, subject to ratification by the Groupe Consultatif:
 - Finance and budget
 - Recruitment of staff
 - Development of publications and the web-site
 - Organisation of annual meetings

December 2010