



## **Users guide to the CETAF Executive Committee**

The Consortium of European Taxonomic Facilities (CETAF) is an AIBSL that is composed of two bodies, the General Assembly (decision making body that ensures representation of all the members) and the Executive Committee (administrative body composed of elected members who serve voluntarily for 4 years), that are both overseen by the elected President. The approved CETAF work plan and activities of the association are implemented by the General Secretariat.

The CETAF General Assembly is the governing body that has the powers to decide upon the admission of new full or associate members; the appointment and dismissal of members of the Executive Committee and the discharges to be granted to them concerning the execution of their mandate; the approval of the annual accounts and budget; the amendment of the statutes and bylaws; the voluntary dissolution of the Association and its liquidation; the exclusion of members; the amount of the membership contributions; and for all other cases where the law or the statutes require. The General Assembly delegates the administrative tasks and overseeing of the consortium to the CETAF Executive Committee. This Executive Committee (EC) is composed of a maximum of eight members that hold one of the four mandatory positions (President, Vice-President, Treasurer and Secretary) or one of four ordinary positions.

### **The responsibilities of the Executive Committee as a body are as follows:**

- Development and overseeing of the CETAF strategy,
- Preparation of the CETAF General Assemblies,
- Financial management of the Consortium (budget, annual financial accounting, proposal for membership fees),
- Annual reporting on the activities of the Consortium,
- Assessment of membership applications,
- Development of a work plan and operating procedures of the working commissions (working groups, task forces), concurrently with the General Assembly,
- Adoption or implementation of resolutions or taking of positions by the consortium,
- Representation of the Consortium and promoting the activities of the Consortium,
- Development of a full term and annual work plan for the Executive Committee and Consortium,
- Overseeing the work plan and operations of the CETAF Secretariat in collaboration with the Executive Director,
- Ensuring the coherence and sustainability of the Consortium and its activities,
- Implementation of additional actions and tasks as delegated by the General Assembly.



## **Time commitment**

- 4 year mandate
- Participation in the two General Assemblies per year (costs to be covered by the institution)
- Participation in the two physical meetings of the EC per year (costs to be covered by CETAF)
- Participation in two/three online meetings per month (2.5-3 hrs per meeting)
- Co-drafting documents, statements and reports (2-3 days of commitment annually)\*
- Preparations of presentations and workshops (2-3 days of commitment annually)

\* This figure is higher for the President and Vice-President, at 5-10 days annually.

## **Main tasks of the Executive Committee positions:**

*President:* represents CETAF during official occasions, represents CETAF in sister organisations, serves on official boards as the CETAF representative, runs the Executive Committee, runs the General Assembly meetings and guides the strategic directions of the organisation.

*Vice-President:* assists the President and, in the absence of the President, exercises all the President's powers and duties, as given above, preparation of the CETAF EC annual report, overseeing coordination with the CETAF working groups and the working group reporting in the CETAF General Assemblies (spring meeting).

*Treasurer:* oversees the financial accounting of the organisation, reviews procedures and financial reporting, leads the development of the CETAF budget, informs the General Assembly on financial strategy, develops the membership fees plan.

*Secretary:* undertakes the reporting of the EC meetings (physical and virtual), overseeing the running of the e-SCORE award, collation of the nominations for the CETAF elections, logistics and coordination support of the EC physical meetings.

*Ordinary member:* contributes to the work and activities of the EC, supports the development of CETAF activities.



### **Benefits of direct engagement on the EC**

- To be at the forefront of the developments concerning natural history institutions
- To lead in the implementation of the CETAF strategy and strategic developments
- To engage directly with science policy
- To represent the European natural history institution community
- To generate and channel new ideas for community actions
- To be involved in collaborations with European Union representatives
- To be involved in collaborations with strategic partner initiatives / associations
- To lead in creating and/or conveying positions taken by the community

### *Other benefits*

- Gain a broad overview of the field
- Networking possibilities
- Visibility for the institution of affiliation

Compiled by the CETAF Executive Committee in Geneva on the 10<sup>th</sup> March 2023



## Key dates in the CETAF Executive Committee calendar

### June-October

- Preparation of the CETAF General Assembly, autumn meeting
- Preparation of the CETAF Annual Budget for the following calendar year
- Coordination meeting with the CETAF working groups

**November: CETAF General Assembly - autumn meeting**

### December-April

- Preparation of the CETAF General Assembly, spring meeting
- Preparation of the reporting on the Annual Accounts and accounts auditing
- Review of the CETAF achievements of the previous year, presentation of the activities and work plan for the following year
- Review of the CETAF EC achievements of the previous year, presentation of the activities and work plan for the following year
- Overseeing of the annual reporting of the CETAF working groups and projects
- Overseeing of the annual reporting of the CETAF projects, linked projects and initiatives
- Coordination meeting with the CETAF working groups
- Opening of the e-SCoRe call and overseeing of the applications

**May: CETAF General Assembly - spring meeting**

### Key periodic operations

*Every four years:*

- renewal of the annual business plan and membership fees
- elections of a new CETAF Executive Committee

*Periodically:*

- review and updating of CETAF partnerships and MoU's