Terms of Reference for Specific Board Positions
(Taken from VNGOC Rules of Procedure)

1. **The Chairperson:**
   - is the highest ranking official of VNGOC;
   - is responsible for the proper functioning of the Board and VNGOC staff;
   - is responsible for ensuring adherence to the VNGOC Statutes and the VNGOC Rules of Procedure;
   - is the direct line manager for the Executive Director or, in the absence of an Executive Director, for all VNGOC staff;
   - shall represent VNGOC in external matters, including with government authorities and any other entities;
   - is expected to convene, attend and preside over all Board meetings, General Assembly meetings and informal meetings in Vienna; and
   - shall maintain effective communications with current and prospective member organizations, and other NGO committees.

2. **The Deputy Chairperson:**
   - will support the Chairperson in the implementation of his or her role;
   - shall, in the absence of the Chairperson, act on his or her behalf and perform his or her duties; and
   - is expected to travel to Vienna at least once a year for VNGOC meetings.

3. **The Secretary:**
   - shall liaise with VNGOC staff to ensure that adequate minutes are kept from Board meetings, General Assembly meetings and informal meetings;
   - shall oversee the membership application and termination procedures;
   - shall oversee the recording of members and membership fee payments;
   - shall oversee communications with member organizations, in line with the VNGOC Rules of Procedure;
   - shall assist the Chairperson with managing ongoing business; and
   - is expected to travel to Vienna at least once a year for VNGOC meetings.

4. **The Deputy Secretary:**
   - will support the Secretary in the implementation of his or her role;
• shall, in the absence of the Secretary, act on his or her behalf and perform his or her duties; and
• is expected to travel to Vienna at least once a year for VNGOC meetings.
5. **The Treasurer:**

- shall be responsible for properly managing and accounting for VNGOC funds;
- shall prepare and present annual budgets and regular financial updates for the General Assembly;
- shall liaise with VNGOC staff to ensure the maintenance of appropriate systems for book-keeping, receipts and payments, and the prompt response to financial enquiries;
- shall be responsible for all bank accounts and disbursements by VNGOC;
- shall liaise with VNGOC staff on the collection of membership fees and other fundraising efforts;
- shall work with the appointed auditors to facilitate the annual audit of the VNGOC accounts; and
- is expected to travel to Vienna at least once a year for VNGOC meetings.

6. **The Deputy Treasurer:**

- will support the Treasurer in the implementation of his or her role;
- shall, in the absence of the Treasurer, act on his or her behalf and perform his or her duties; and
- is expected to travel to Vienna at least once a year for VNGOC meetings.

* = These positions elected at the 19th March 2019 meeting will be held until 2021.

** = These positions elected at the 4th March 2020 meeting will be held until 2022.