

## 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 15th April 2021 meeting will be held until 2023.

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