

## **Role descriptions ENDA - Board ENDA General Committee**

### **1 President**

The President /as a member of the Executive Board assumes the obligations according to § 26 BGB and is elected for a term of 4 years. This position includes the following responsibilities:

1. Ensuring compliance with the statutory purposes of the association
2. Representation of the association - both internally and externally
3. Ensuring that strategic developments reflect the vision of the association
4. Convening and chairing of sessions, meetings and extraordinary meetings including preparation of agendas
5. Presentation of the annual report to the General Assembly
6. Supervision of the General Assembly's' and the General Committees' decisions
7. Signing of relevant correspondence and of correspondence which affect the association's budget
8. Signing of binding legal transactions jointly with another board member
9. Fulfillment of obligations to the Court of Registration

### **2 Vice-President**

The Vice-President shall assume the duties as a member of the Board in accordance with § 26 BGB and is elected for a term of 4 years. He takes over in absence of the President or in consultation with him the above mentioned appropriate tasks 1 – 9.

This office also includes the following responsibilities:

1. Effective contact and exchange of information with the President and, as appropriate or delegated by the President, with members of the association
2. Support of the respective host of the ENDA conference in preparation for the ENDA conference

### **3 Treasurer**

The Treasurer shall assume the duties as a member of the Board in accordance with § 26 BGB and is elected for a term of 4 years. This position includes the following responsibilities:

1. Management of the associations' funds, proper accounting, presentation of books to the auditors and the preparation and presentation of a detailed cash report
2. Function as a contact person for tax consultants and authorities
3. Implementation of the collection and controlling of member fees and of a reminder system concerning outstanding member fees

4. Monitoring and verification of notifications/ member fees to other institutions/ agencies
5. Notification of the membership numbers to the ESNO and determining the member fees
6. Monitoring and payment of payments adopted by the general committee, in particular the annual budget
7. Participation in the annual report
8. Signing of binding legal transactions jointly with another board member

#### **4 ENDA General Committee**

The General Committee shall also include the Board members and other members and is elected for a term of 4 years. The General Committee does not represent the ENDA outward. According to § 11 BGB, the General Committee has the following responsibilities:

1. Preparation of the budget
2. Resolution on legal transactions with a transaction value of over €5,000.00
3. Resolution on the exclusion of members