



Competence and Assignments of the EFCA bodies

FOREWORD

This document has been prepared for use by all those involved in EFCA activities.

The objective is to enhance transparency, and to provide a better understanding of EFCA's organisation structure by Member Associations, new Board of Directors members, Chairs and members of the Task Forces.

It summarises the existing EFCA statutory provisions and rules in a digestible format, and clarifies the role, functions and responsibilities of the Federation's bodies.

The *EFCA Charter* defines the powers of the:

- General Assembly (article 11)
- Board of Directors (article 21)

The *Rules of Procedure* define the responsibilities of the:

- Board of Directors (article 16, 18, 19, 24, 25 and 26)
- Committees/Task Forces/Working Groups (articles 28-30)
- Secretary General (articles 32-38).

This document presents also a formal description of the functions of the:

- D&S meeting
- Presidents' meeting
- Reports from Task Forces meeting.

As it is a working document it will be updated as and when required.

May 2004

I. GENERAL ASSEMBLY

Competence

The General Assembly has all powers for achieving the purposes of the Federation:

- Approval of the annual accounts and budgets
- Approval of membership fees
- Appointment and removal of the President, President-Elect, Vice-President(s), Treasurer and all other Directors
- Extension of the eligibility period for the President, Vice-Presidents, the Treasurer and all other Directors.
- Appointment of an Auditor
- Admission and exclusion of Full Members, Observer Members and Associated Members
- Amendment of the charter
- Amendment of the Rules of Procedure
- Amendment of the Code of Conduct
- Approval and amendment of policies and strategies
- Dissolution and liquidation of the Association

Assignments

- Establish the *objectives, strategies and activities* for the implementation of the priority tasks on behalf of the Member Associations, and assess the Federation's performance targets
- Contribute to the *financial planning* of the Federation
- Define and contribute to the Federation's *lobbying and PR approaches*

Consultative (non-statutory) bodies¹

1. Presidents of Member Associations: annual meeting

The annual Presidents' meeting may be organised in conjunction with the Annual Meeting of the General Assembly.

The annual Presidents' meeting shall be a forum for exchange of views on the Federation's policies and strategies between the industry's practitioners.

- The meeting shall contribute to a balanced input and feedback from the different groups of the Federation's stakeholders i.e. the associations' executives and the practitioners (i.e. the industry leaders from the affiliated firms).
- The meeting shall look at the effectiveness of the Federation's work.

2. Directors and Secretaries General of the Member Associations: half-yearly meetings

The D&S meetings may be organised in conjunction with the Annual Meeting of the General Assembly, and whenever the D&S consider appropriate.

The D&S meetings shall serve as a forum for the exchange of ideas on the Federation's policies and strategies, and discussion on the Federation's actions and subjects of common concern between the Directors of national associations.

- The meetings shall assess the results of the Task Forces' activities and bring forward proposals to the EFCA BoD to support and adjust the Task Forces' actions.
- The meeting shall bring forward proposals to support EFCA's internal communication actions.
- The spring meeting shall be used to assess the acceptability of ideas and policies for the stakeholders prior to submitting these for approval to the General Assembly.

The EFCA President may request to participate to present matters on the Federation's policy and strategy.

¹ These meetings are not specified in the EFCA Charter. However, they provide the federation with advice and present policy directions to the Board of Directors.

3. 'Reports from Task Forces': annual meeting

The annual 'Reports from Task Forces' meeting may be organised in conjunction with the Annual Meeting of the General Assembly.

The annual 'Reports from Task Forces' meeting shall provide a forum to the Chairs to present the EFCA membership the Task Forces' activities and results over the past year, and the action plan and related time schedule for the next year.

The Chairs shall present the Task Forces' (directions to) solutions for the problems experienced by the industry whilst the National Associations shall be given the opportunity to debate the Task Forces' performance and achievements.

II. BOARD OF DIRECTORS (BoD)

Competence

The BoD has the broadest powers of administration and management, subject to the powers reserved to the General Assembly.

Delegation of responsibilities

1. The BoD may delegate the daily management of the Association to the *Secretary General*, and some of its powers to *committees and task forces*.
2. Areas of responsibilities may be allocated by the President to *one/several BoD members* for particular and/or specified purposes to assist in the efficient and effective operation of the affairs of the Federation, for the purpose of reviewing and submitting comment to the BoD in respect of appropriate actions to be taken in relation to important ongoing matters under the BoD's responsibility.

Assignments

a) General (administration and management of the federation)

- Strategic planning: ensure that EFCA has up-to-date, clear and positive plans in line with its mission, which address both short and medium term, involving appropriate levels of the organisation, i.e. BoD, Secretariat, and Member Associations, to achieve the goals and objectives set by the GAM and also the best business environment for the organisation. The BoD must also ensure that EFCA has a mechanism to ensure regular performance evaluation, so that systematic improvement efforts can be made.
- Membership: to ensure that all European countries are members of EFCA
- Finance: supervise the implementation of the budget and strive to keep the subscriptions low
- Communications strategy (external and internal)

b) In relation to:

- General Assembly

- report concerning the activities of the preceding year
- present statement of accounts and balance sheet of the preceding year for approval
- present changes in strategy and action plan for the coming year for approval
- present budget and membership for the coming year for approval
- make recommendations for the election of Directors and for the appointment of the President, the President-Elect, the Vice-President(s) and the Treasurer for approval

- Task Forces (*working committees, informal working groups*)

- establish/discontinue Task Forces (and/or fix its duration)
- define/approve the terms of reference and action plan
- fix if necessary the amount of financial means to be put at the Task Force's disposal
- appoint Task Force members and liaison BoD member
- examine and approve Task Forces' conclusions and recommendations

- Secretary General & Secretariat

- appoint/dismiss the Secretary General
- supervise the work of the Secretary-General and the Secretariat

III. COMMITTEES – TASK FORCES – WORKING GROUPS

Competence

The Board of Directors may delegate some of its powers to committees, task forces or to one or several of its members for particular and/or specified purposes, and specified tasks.

All conclusions and recommendations of the committees/task forces shall be submitted to the Board of Directors.

The Task Force members may not communicate these conclusions and recommendations to any third party, unless approval has been given by the President representing the Board of Directors.

Assignments

1. COMMITTEES

- analyse, elaborate and implement policies and action plans defined by the General Assembly
- provide a basis for exchange of information and opinions among the Federation on specific matters
- make available technical evaluation and analysis on current matters of their pertinence
- make all possible efforts to obtain a uniform internal position on critical matters
- supply the Board with material useful or necessary for the execution of Board responsibilities on outside relations and communications
- on specific mandate of the Board to perform overall or partial direct responsibility of external contacts and communications on specific matters
- supply the Board/General Assembly with a yearly general comment on EFCA's achievements and disappointments as well as a proposal of 'plan of action'

2. TASK FORCES

- accomplish well-defined and particular tasks; their main scope is to provide collective analysis of external needs and opportunities

3. WORKING GROUPS

- accomplish specified tasks

IV. SECRETARY GENERAL

Competence

The Secretary-General shall be responsible for the execution and implementation of the Federation's strategy, the communication process between the various EFCA bodies, the administrative functions of the Federation, and the overall lobby actions in accordance with the work of the Task Forces and the Board of Directors.

He shall be entrusted with the implementation of the daily management as determined by the Board of Directors.

Assignments

a) Strategic planning & external representation

- assist the Board of Directors in developing the Federation's strategy and policies
- report on the work and activities of the Federation to the Board of Directors
- coordinate the development of the Federation's policy messages and external contacts

- maintain close contacts with the national associations
- maintain close contacts with other relevant federations and establish appropriate liaisons
- upon request of the Board of Directors, represent and act as the legal representative of the Federation in respect of dealings with agencies, national associations and any authority

b) Management of the Secretariat

- hire the staff of the Secretariat within the limits of the budget approved by the General Assembly and under instructions and control of the Board of Directors.
- be responsible for control of the bookkeeping of the federation.