

A. EASPD bodies and structure

The Association is regulated by Statutes and Internal Rules as approved by the General Assembly. If you wish to access to the EASPD statutes and internal rules, please contact the Membership Officer Ángela Corbí at angela.corbi@easpd.eu

The EASPD bodies are:

1. The General Assembly (GA)
2. The Board
3. The Executive Committee (Ex-com)
4. Member Forums (MFs)
5. The Secretary General

1. The General Assembly (GA)

The GA is the sovereign body of the Association and the highest decision-making body. All members can take part in the meetings of the GA and participate in discussions on the agenda of the GA.

In elections and votes:

- the Umbrella Member Organisations (UMOs) have 4 votes;
- the Single Agency Member Organisations (SAMOs) have 1 vote.
- Observers have no voting right.

External stakeholders can take part in the GA meetings as observers (subject to the approval of the president/chair of the meeting) without a voting right.

The GA ordinarily meets twice a year and has powers to approve:

- Statutes and internal rules.
- Applications for membership.
- Long-term strategic plans and short-term plans.
- The annual report of the Association for the past year's activities and the annual budget.
- Election of Board members and Executive Officers.
- The termination of Board membership and of the mandates of Executive Officers.
- The appointment, duration of office and termination of members of the Independent Complaints Committee.

European Association of Service providers
for Persons with Disabilities

- The election or appointment of Co-Chairs of Member Forums.
- The creation and dissolution of any Member Forum.
- Reports from the Chairs of Member Forums.
- The appointment and dismissal of the auditors and approval of the audited accounts.
- The duties and powers of the Executive Committee and any other substantive Committee or Members Forum, which must be established by the General Assembly.
- The formal acceptance of the satisfactory discharge of liabilities by the Treasurer and the Executive Committee
- The dissolution of the Association.

2. The Board

The Board is the responsible body of the Association to manage the affairs of the Association, and to have oversight of its staff. Board members are required to conform to the Belgian regulations covering the running of International Non-Profit Associations. All Board members are required to represent the best interests of the whole Association rather than their own organisation or country.

The board membership is composed of the five members of the Executive Committee, eight Board Members with a portfolio acting as Co-Chairs of one of the eight EASPD Member Forums (*see below*), five Board Members without a portfolio and a maximum five co-opted board members.

The responsibilities and powers of the board include:

- Overseeing the work of the Association, directing its development and being accountable to the membership of the Association via the General Assembly for the efficiency and effectiveness of the Association's work, within the limits set by EASPD's objectives.
- Monitoring progress on targets it has set, revising these each year in pursuit of its overall objectives and reporting on these to the General Assembly at least annually.
- Having overall responsibility for the prudent management of the Association's finances and for the safe and proper employment of its staff and/or contractors
- Being responsible for ensuring that EASPD's statutory responsibilities in respect of its operations are fulfilled (e.g. accounts are audited, returns made to the necessary legal bodies etc).
- The Board may approve Observer(s) to the Board to provide legal and employer's oversight of staff employed by another agency but working at EASPD or to provide any other such advice or expertise to the Board. Any such Observer(s) may speak but not vote at Board meetings

3. The Executive Committee (Ex-com)

The Executive Officers of the Association consist of the President, the Vice Presidents (up to three maximum) and the Treasurer. The Ex-com members must be of different nationalities.

The responsibilities of the Ex-com include:

- To monitor progress within EASPD on the objectives set by the Board and the General Assembly in between meetings of the Board.
- To provide support to the Secretary-General in any management or policy issues arising within EASPD.
- To receive, comment and if possible, approve draft responses by EASPD to external consultation papers, political and policy developments and issues affecting membership.
- To consider applications for membership of EASPD and make recommendations on applications to the Board on these.
- To receive and comment on financial reports on the income and expenditure of EASPD and to consider draft budgets to forward to the Board with recommendations where required on any financial aspect of EASPD's operation.
- To ensure the proper level of oversight of EASPD's operations in between meetings of the Board consistent with the effective management of the Association.
- In the absence of any decision of the Board, to propose the representation of EASPD on external bodies and to take responsibility for the implementation of the short-term Plan agreed by the Board and/or General Assembly.

4. The Member Forums

Members Forums (MFs) are committees of members (co-chaired by a Board member) responsible for the implementation of the work of the Association in implementing the Long-Term Strategy and the short-term annual plan in a specific area of the Association's operation.

The current Member Forums are:

1. *Education*
2. *Employment*
3. *Inclusive Living*
4. *Early Childhood Intervention*
5. *Arts and Culture*
6. *Policy Impact*
7. *Workforce Development and Human Resources*
8. *Person-Centered Technology*

European Association of Service providers
for Persons with Disabilities

Member Forums each have two equal Co-Chairs - one elected at a meeting of the General Assembly, who will be an **EASPD Board Member**. The other **Co-Chair** is an internal Co-Chair elected by a later decision of that Member Forum. This internal Co-Chair election will normally take place at the Forum meeting after the Board is elected. Co-chairs must be elected by the members of each Members Forum.

5. The Secretary General

The Secretary General has the executive responsibility for the affairs of EASPD under the direction of the President and the Board.

In brief, the Secretary General's role encompasses the daily management of the Association's affairs, implementation of the long- and short-term strategy, internal and external relations, financial and personnel management, including recruitment and training of staff, policy development and project management.

The Secretary General functions as Secretary to the Board and Executive Committee and attends all such meetings *ex officio*.

B. Roles and duties

The President is responsible for:

- leading the Board and Executive Committee and chairing meetings of the General Assembly, the Board and Executive Committee;
- serving as a spokesperson for the Association
- acting as a support person (signatory, approvals etc.) to deliver financial controls
- together with the Treasurer and the Secretary-General, to identify and optimise opportunities to bid for direct funding to support the activities of the Association;
- supervise and support the Secretary-General and appraise his/her work at least annually;
- to support the Secretary General in the performance of his/her tasks and to provide an annual appraisal to the Secretary General against the targets the Board has set;
- to act under the provisions of Complaints Procedures as person in charge for resolving complaints (informal and formal roles);
- the normal duties of a Board and Executive Committee member.

The Vice President(s) are responsible for:

- chairing meetings in the absence of the President;
- assisting the President in serving as a spokesperson and/or representative for the Association;
- any other Presidential duties (see IR17.3) as the President may request;
- execute the responsibilities of the President when s/he is not able to do so;
- Acting as Co-Chair to the Member Forum of their choice if they so choose;
- the normal duties of a Board and Executive Committee member.

The Treasurer is responsible for:

- acting as a signatory on the Association's bank account(s) and other duties, as provided for in Annex A Approved Financial procedures;
- working with the President and the Secretary-General/other senior officer(s) to ensure that the Association's finances are well managed and audited and incorporated into EASPD's annual report;
- presenting the audited accounts and budget to the Board and General Assembly for approval;
- updating the Board and General Assembly on financial progress during the year;
- Acting as Co-Chair to the Member Forum of his or her choice if he or she so chooses;
- the normal duties of a Board and Ex-com member.

The board members (including all Ex-com members) are responsible of:

- ensuring that EASPD has a clear sense of direction and priority;
- ensuring that EASPD's finances are well managed and healthy;

European Association of Service providers
for Persons with Disabilities

- contributing to the setting and monitoring of EASPD's strategic objectives and yearly targets;
- ensuring that EASPD operates legally and in accordance with its objectives;
- promoting the work of EASPD to others;
- supporting the work of EASPD staff at all levels in achieving agreed objectives;
- ensuring that the proposed work plan for the Association is supported by reasonable plans for adequate resourcing of the work plan;
- ensuring the good governance of the Association and the proper working of Board in accordance with the Statutes of the Association and Internal Rules.