



IFSW Europe Vice-President

IFSW Europe Executive Member

To: Member Organisations of IFSW European Region
CC: IFSW European Regional Executives Functions

The IFSW-Europe Executive Committee consists of six members. These are the President of the Region, **the Member at Large [currently named Vice President of Europe]** and four members elected by the European Delegates. This document provides a general guidance for Member Organisations and Candidates about the functions that the person elected as IFSW Europe Vice-President will also carry out as IFSW Europe Executive member

Executive Committee functions

According to the IFSW-Europe Articles, the functions of the Executive Committee are:

- a) to work in accordance with the work programme decided by the Delegates Meeting.
- b) to establish within the budget a secretariat with staff needed to handle the affairs of IFSW Europe e.V..
- c) to prepare the budget to be approved by the Delegates Meeting.
- d) to revise the budget annually and present it for ratification to the Delegates Meeting.
- e) to prepare an annual report to be circulated to all member organisations before the Delegates Meeting.
- f) to report to and keep the Global Executive informed of the work and activities of the European region.

In practice the Executive Committee is responsible for implementing the work programme approved by the Delegates Meeting and for taking forward the work of the Region between Delegates Meetings.

Members of the Executive Committee will have lead responsibility for sections of the work programme and for taking forward areas of work agreed with the Executive Committee which are defined on the Executive Members Work Portfolio's paper. As the Region has no budget for paid staff, Executive Committee Members are expected to continue work between Delegates and Executive Committee meetings.

The European Vice-President will be involved in the general work of the European Executive mentioned above.

The European Vice-President will have specific responsibility for liaison between the IFSW European Region Executive and the IFSW Global Executive.

In the absence of the President, the Vice-President will take the chair at Executive meetings.

The Executive Committee usually meets two times a year, including once before Delegates Meetings. Most work is undertaken by e-mail and through monthly web meetings. The working language is English.



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Financial assistance for Executive Committee Members

There is limited financial assistance for Executive Committee Members. This includes the cost of essential travel to meetings, such as airfares, trains and buses. Hotel costs and meals are also paid. There are no funds to support office costs, but essential phone and fax calls can be paid. Receipts are required for all claims.

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