

Draft modifications of the Association's General Regulations
(pursuant art. 16 ECPC Statute)

New version	Current version
<p>8. The Board [...] President The ECPC President is elected by the other ECPC Board members, and is a key external representative of the Board, in partnership with the Vice President. Their tasks include:</p> <ul style="list-style-type: none"> • Chairs the General Assembly and the Board meetings, prepares agendas in collaboration with the Secretary, the Director and the Chair of the Scientific Committee • Initiates the process for the annual ECPC Action Plan and presents that Action Plan within the first 6 months of the year • Keeps the Board at the governance level of thinking at meetings and in all discussions and ensures together with the Secretary the implementation of its decisions • Oversees the governance processes and association's liabilities and ensures that the laws and regulations concerning the association are followed • Oversees and develop the personnel policy of ECPC Secretariat in cooperation with the director and the Chair of the Scientific Committee • Listens to and reflects concerns the Secretariat staff have about the role of the Board, and reflects concerns the Board has about the organization to the Director • Leads the evaluation and salary review process of the Director and communicates the results of the evaluation and salary review process to the Director 	<p>8. The Board [...] President The ECPC President is elected by the other ECPC Board members, and is the key external representative of the Board, in partnership with the Vice President. The President's tasks include:</p> <ul style="list-style-type: none"> • Chairs the General Assembly and the Board meetings, prepares agendas in collaboration with the Secretary, the Director and the Chair of the Scientific Committee • May seek preliminary opinion from the Audit Committee regarding matters within its competence • Initiates the process for the annual ECPC Action Plan and presents that Action Plan at the Annual General Meeting within the first 6 months of the year • Keeps the Board at the governance level of thinking at meetings and in all discussions and ensures together with the Ma the implementation of its decisions • Oversees the governance processes and association's liabilities and ensures that the laws and regulations concerning the association are followed and that board decisions comply with the provisions of the Statute, the Regulation and the Belgian legislation • Oversees and develops the personnel policy of ECPC Secretariat in collaboration with the Vice President and the Chair of the Scientific Committee, after consulting the Director

<ul style="list-style-type: none"> • Serves as the key external spokesperson for the organisation in conjunction with the Vice-President and other Board members 	<ul style="list-style-type: none"> • Listens to and reflects concerns the Secretariat staff have about the role of the Board, and reflects concerns the Board has about the organization and communicates same to the Director • Leads the evaluation and salary review process of the Director and communicates the results of the evaluation and salary review process to the Board • Serves as the key external spokesperson for the organisation in conjunction with the Vice-President and other Board members
<p>Vice-President The ECPC Vice-President is elected by the other ECPC Board members, and is a key external representative of the Board, in partnership with the President. Their tasks include:</p> <ul style="list-style-type: none"> • Outside the daily management of the organisation, the Vice-President may act jointly with another Board member to represent the organisation with regard to third parties (Article 9 of the ECPC Statute) • Chairing the General Assembly in the absence of the President • Working with the Secretariat and Board to produce the Board strategy document • Serving as a spokesperson for the organisation in conjunction with the President and other Board members • Assists the President in the execution of their duties 	<p>Vice-President The ECPC Vice-President is elected by the other ECPC Board members, and is a key external representative of the Board, in partnership with the President. The Vice President's tasks include:</p> <ul style="list-style-type: none"> • Outside the daily management of the organisation, the Vice-President may act jointly with another Board member to represent the organisation with regard to third parties (Article 9 of the ECPC Statute) • Chairing the General Assembly in the absence of the President • Working with the Secretariat and Board to produce the Board strategy document • Serving as a spokesperson for the organisation in conjunction with the President and other Board members • Assists the President in the execution of their duties • Replaces the President in all his tasks, whenever the President cannot exercise his functions. The fact that the Vice President acts in the absence of the President, may constitute proof for third parties of the impediment of the President
<p>9. The Secretariat The Secretariat is based in Brussels and is led by the Director. The Secretariat is responsible for implementing strategic decisions made by the General Assembly and the Board. The Secretariat is divided in departments as per below with the following responsibilities:</p> <ul style="list-style-type: none"> • Advocacy and EU Affairs • Partnerships and Communication 	<p>9. The Secretariat The Secretariat is based in Brussels and is led by the Director. The Secretariat is responsible for implementing strategic decisions made by the General Assembly and the Board. The Secretariat is divided in departments as per below with the following responsibilities:</p> <ul style="list-style-type: none"> • Advocacy and EU Affairs

<ul style="list-style-type: none"> • Health and Research Programmes • Finance, Human Resources & Administration <p>The staff report to the Director and work together in close collaboration.</p>	<ul style="list-style-type: none"> • Partnerships and Communication • Health and Research Programmes • Finance, Human Resources & Administration <p>The staff report to the Director for the daily management affairs, and to the President, to the Chair of Scientific Committee and to the Treasurer on the subjects of their respective competences.</p>
<p>Director</p> <p>The Director is responsible for supporting the development of the organization’s activities in line with the Board's decisions. Their primary task is to ensure that all organizational aspects, including membership capacity-building, project and people management, financial organization and communications, while ensuring the sustainability of ECPC.</p> <ul style="list-style-type: none"> • Reporting directly to the President and the Board • Manage the day-to-day affairs of the organisation • Participate in Board meetings • Ensure that the Board is kept fully informed on the condition of the organisation and important factors influencing it • Develop and implement a 3-year strategic plan as well as an annual Action Plan, in close consultation with the Board • Oversee the management of all operations including program implementation • Oversee fundraising activities to ensure sustainability • Represent the organization to external audiences through media relations and participation in conferences and forums, in consultation with the Board • Ensure that ECPC develops programs to regularly inform Members improve the advocacy capacities of the Members • Develop and maintain a working environment that attracts, retains and motivates good quality staff. • Promote active and broad participation by Members in all areas of ECPC’s work 	<p>Director</p> <p>The Board will hire an employee, namely a Director, to whom the Board will delegate the daily management of the association as well as the representation of the association with regards to third parties concerning this management. The representation in any case can be exercised, with reference to spending commitments, up to the limit of € 3000.</p> <p>The Director, in line with the Board’s decisions, runs the office and is responsible for supporting the development of the organization’s activities.</p> <ul style="list-style-type: none"> • In line with the Board’s decisions, their primary task is to ensure that all organizational aspects, including membership capacity-building, project and people management, financial organization and communications are adequately developed, while ensuring the sustainability of ECPC. • Report directly to the President or in his absence to the Vice President, and the Board and, as regards scientific projects, to the Chair of Scientific Committee • Manage the day-to-day affairs of the organisation • Participate in Board meetings • Ensure that the Board is kept fully informed on the condition of the organisation and on important factors influencing it • Develop and implement a 3-year strategic plan as well as an annual Action Plan, in close consultation with the Board • Oversee the management of all operations including program implementation • Oversee fundraising activities to ensure sustainability

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| <ul style="list-style-type: none"> • Maintain official records and documents, and ensure compliance with regulations • Maintain a working knowledge of significant developments and trends in the field • Publicize the activities of the organisation and its programs and goals • Establish sound working relationships with stakeholders • Be responsible for the recruitment, employment, and release of all personnel, including staff, interns, contractors, and volunteers • Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place • Encourage staff development and education • Oversee all financial assets and ensure that auditing systems are in place • Work with the staff, Audit Committee and the Board in preparing a budget; see that the organisation operates within budget guidelines, and provide timely financial reports to the Board | <ul style="list-style-type: none"> • Represent the organization to external audiences through media relations and participation in conferences and forums, in prior consultation and agreement with the President, or in his absence with the Vice President or the Chair of the Scientific Committee. The President may elect that a Board member(s) represent the organization. • Ensure that ECPC develops in consultation with the President, Vice President, the Board, and the Chair of the Scientific Committee programs aiming to regularly inform ECPC Members and to improve the advocacy capacities of the Members • Develop and maintain a working environment that attracts, retains and motivates good quality staff. • Promote active and broad participation by Members in all areas of ECPC's work • Maintain official records and documents, and in collaboration with the President ensure compliance with regulations • Maintain a working knowledge of significant developments and trends in the field • Publicize the activities of the organisation and its programs and goals • Establish sound working relationships with stakeholders • The Director, together with the President and the Vice President, who have the responsibility of the personnel policy of ECPC, is responsible for the recruitment, employment, and release of all personnel, including staff, interns, as well as contractors, and volunteers • Ensure that job descriptions are developed, that regular performance evaluations are held, following consultation with the President and Vice President, and that sound human resource practices are in place • Encourage staff development and education • Oversee all financial assets and ensure that auditing systems are in place |
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- Work with the staff, Audit Committee and the Board and the Chair of Scientific Committee in preparing a budget; see that the organisation operates within budget guidelines, and provide timely, at least trimestral financial reports to the Board.
- The Board, as per art. 8. Para. 5 of the Statute, will lay down in a Board decision the powers of the Director attached to the duties of managing the organization.