

Tasks of Executive Board Members

The Executive Board is responsible for holding the General Assembly every 2nd year in August.

1.1. President:

- 1.1.1. Coordinate the Executive Board.
- 1.1.2. Call for meetings of the Executive Board.
- 1.1.3. Represent ISAEM to external relations and maintaining contacts.
- 1.1.4. Develop short- and long-term strategies for the work and structure of ISAEM, especially in relation to external organizations.
- 1.1.5. Report on the status of ISAEM through the annual report publishing each year.
- 1.1.6. To assist the VPE and Treasurer to raise funds for ISAEM.
- 1.1.7. The ISAEM Annual Report highlights the most important activities of each ISAEM year. It is published once annually. The final Annual Report is produced no later than 1st August of each year. The President is primarily responsible for the full production of the Annual Report, including the structure, layout, content, articles, and editing of the Annual Report.

1.2. Secretary General:

- 1.2.1. Be responsible of the administration, correspondence and archives of ISAEM.
- 1.2.2. Produce the minutes of the Executive Board.
- 1.2.3. Be responsible for the functioning of the General Secretariat.
- 1.2.4. Maintain the registration of ISAEM and its Constitution to the Chamber of Commerce.
- 1.2.5. Update the Constitution and Rules of Procedure with the changes decided upon the General Assembly, at the latest on 1st October for changes made at the August Meeting.
- 1.2.6. Prepare and send out invitations, provisional agenda, and other relevant information concerning General Assembly Meetings.
- 1.2.7. Assist the Vice President for Internal Affairs in maintaining the contact between the members and the Executive Board.
- 1.2.8. Inform National Member Organizations that they have lost membership status or having been excluded from ISAEM immediately after the General Assembly Meeting.
- 1.2.9. Maintain an updated database of ISAEM Honorary Life Members at www.ISAEM.net.
- 1.2.10. Assist the VPE and Treasurer to raise funds for ISAEM.
- 1.2.11. To check that deadlines regarding financial report of the previous Executive Board are kept.

1.3. Treasurer

- 1.3.1. Be responsible for the financial administration and bookkeeping of ISAEM.
- 1.3.2. Be responsible for the official bank accounts of the ISAEM.
- 1.3.3. Present an adequate report, as decided by the Executive Board, on the financial situation of ISAEM at every Executive Board meeting.
- 1.3.4. Propose the budget of the next financial year to the General Assembly.
- 1.3.5. Present the annual financial report of his/her term to the Executive Board August 1st immediately after his/her term ends. If no report is received, the new Secretary

General must inform the new and previous Executive Boards. The previous President must then present the financial report by December 31st of the year immediately subsequent to his/her term, working with previous Executive Board members and others as necessary.

1.3.6. Audit the financial report of Organizing Committees of a General Assembly Meeting.

1.3.7. Review the budgets of all ISAEM projects and events.

1.3.8. Develop and implement fundraising strategies for ISAEM.

1.3.9. Ensure that the new Treasurer have access to the ISAEM bank accounts at least one month after the beginning of the new term.

1.4. Vice-President for Internal Affairs:

1.4.1. Be responsible for the development of National Member Organizations.

1.4.2. Be responsible for maintaining contact between the members and the Executive Board.

1.4.3. Emphasize sufficient support to National Member Organizations to ensure their survival in ISAEM.

1.4.4. Compile the results from a National Member Organizations satisfaction survey annually for the Executive Board.

1.4.5. Contact every National Member Organization President individually at least once each year

1.4.6. Establish contacts with non-member organizations stimulate them to join and participate in ISAEM activities.

1.4.7. Assist the VPE and Treasurer to raise funds for ISAEM.

1.5. Vice-President for External Affairs:

1.5.1. Develop and implement fundraising strategies for ISAEM and be responsible for the development of the promotional material for ISAEM

1.5.2. Be responsible for the public relations and mass media contacts of ISAEM.

1.5.3. To create, maintain and update a generic ISAEM General Assembly sponsorship prospectus.

1.5.4. To coordinate central long-term oriented fundraising for ISAEM.

1.5.5. To maintain and develop Isaem.net.

1.5.6. Raise funds for ISAEM.

1.6. Any Executive Board member can propose to delegate one of his/her personal tasks to another person. The Executive Board has to take a decision about this. The Executive Board member to whom this task belonged will remain responsible himself/herself for this task at all times.