



MILSET EXECUTIVE COMMITTEE

REVISED ROLES

Executive Committee

- Prepare, approve, and review the Vision and Strategic Plan and define annual priorities.
- Approve new programs and events.
- Share and promote the vision and strategic priorities at all levels of the organisation.
- Select and appoint the Executive Director.
- Monitor and evaluate the ED performance:
 - Approve the ED Annual Actions plan.
 - Approve programme Standards and monitor compliance.
- Manage organization governance:
 - Establish Standing Committees and working groups.
 - Prepare updates to the Statutes.
 - Review, update, and approve the Internal Rules.
 - Review, update, and approve Governance Policies and Procedures.
 - Ensure respect for and review of the Charter, Statutes, Internal Rules, Governance, Administrative, Finances and Human Resources Policies, Standards and Procedures, and Awards criteria.
- Approve the budget, membership fees, and financial statements.
- Manage the membership process:
 - Ratify new members.
 - Suspend members for unpaid membership fees.
 - Expel members.
- Work with the ED to identify sponsorship opportunities.

President

- Chair the Executive Committee and the General Assembly.
- Lead the sharing and promotion of the vision and strategic priorities at all levels of the organisation.
- Represent the organisation in all legal matters, and to the public, including media.
- Sign official documents.
- Sign or countersign all banking documents and any others that require the President's signature.

Vice-President(s)

- Stand in for the President in case of unavailability or incapacity.
- Receive special mandates from the Executive Committee or President.
- Act as official representative, as required.



Secretary

- Prepare, in collaboration with the President and the ED, schedule and agendas for Executive Committee meetings.
- Ensure that members of the Executive Committee receive the necessary information to make decisions.
- Prepare meeting minutes.
- In collaboration with the President and the ED, ensure the follow-up of actions and decisions taken by the Executive Committee.
- In collaboration with the ED, prepare the agenda, documents and minutes related to General Assembly meetings.
- Coordinate the review of the MILSET Awards criteria and implement, with the support of the staff, the judging process.
- Manage, in collaboration with the ED, the retention and destruction of governance documents in compliance with the Archives policy.
- Ensure compliance with legal requirements.

Treasurer

Main Responsibilities

- Ensure that effective financial measures and procedures are put in place.
- Propose process to the Executive Committee to ensure financial stability of the organisation.
- Present regular report to the Executive Committee.
- Present report to the General Assembly.

Duties

- Sign or countersign all banking documents and any others that require the Treasurer's signature.
- Have access, for supervising the bookkeeping process, to the HSBC bank account and the PayPal account.
- Ensure the implementation, review and enforcement of Financial Policies.
- Submit recommendations on financial management for approval by the Executive Committee.
- Approve Traveling Expense accounts presented by EC members and the ED.
- Prepare the annual budget in collaboration with the ED.
- Update the 3-years cash-flow projection in collaboration with the ED.
- Analyse the Monthly Financial Reports and the Quarterly Financial Position Report, for presentation to the Executive Committee; and, if necessary, make recommendations.
- Analyse and pre-approve the Annual Financial Report and the Annual Financial Position Report, request approval from the Executive Committee and present it to the General Assembly.



- Send, to the HSBC account manager, the Annual Financial and the Financial Position reports.
- Collect copy of passports from any newly elected Officers to send to the HSBC account manager.

Directors

- Receive special mandates from the Executive Committee or President.
- Act as official representative on occasion, as required.