



## **Role and Purpose – President**

<b>Role Title</b>	President
<b>Elected by</b>	The General Assembly

### **ROLE AND PURPOSE**

- 1. To provide leadership to the Board and to ensure that Directors/Members fulfil their duties and responsibilities for the proper governance of the ELPA**
- 2. To be responsible for the smooth running of Board meetings**
- 3. To support the ELPA Secretary General and to ensure the Board as a whole works in partnership with the ELPA Staff**
- 4. To monitor and evaluate the performance of the Board in the discharge of their duties**
- 5. To assist the ELPA achieve its stated aims and objectives**

### **FUNCTIONS AND RESPONSIBILITIES**

- 1. To provide leadership to the Board and to ensure that Directors fulfil their duties and responsibilities for the proper governance of the ELPA.**
  - To ensure the Board is effective and providing appropriate (collective) leadership to the ELPA
  - To ensure that the Board is providing direction and not management and that it is operating clearly within its retained powers
  - To secure good corporate governance and ensure that the Board is in full control of the ELPA's affairs
  - To ensure that the Board agrees a strategy for the organisation and thereafter monitors the implementation of the strategy
- 2. To be responsible for the smooth running of board meetings.**
  - To agree meeting agendas with the Secretary General
  - To ensure that meetings run to time and that adequate time is allocated for each item
  - To ensure the Board delegates sufficient authority to its sub committees (if any) and senior officers to enable business efficiency
  - To encourage contributions and questions where appropriate from all Board members
  - Ensure that the resolutions identified in the papers are tabled and dealt with
  - To approve the minutes following the meeting
  - To ensure that Board decisions are made in the best, long-term interests of the ELPA and that the Board takes collective ownership of these decisions;
  - To ensure that there is an annual programme of Board and committee meetings, carefully structured agendas and briefing papers that provide timely

information

**3. To support the ELPA Secretary General and to ensure the Board as a whole works in partnership with the ELPA staff**

- a) To support the Secretary General (SG) by:
- ensuring there are clear and open processes for the recruitment (and if necessary dismissal) of the SG, and for setting and reviewing the remuneration package of the SG
  - ensuring that the Board focuses on its governance role and does not slip incrementally, or otherwise, into the management role
  - arranging regular, but not over frequent, meetings with the DG and developing a professional relationship with the SG within which each can speak openly about concerns, worries and challenges
  - providing leadership to the SG to ensure that the ELPA is run in accordance with the decisions of the Board and the ELPA's governing documents and that there is clarity about the ELPA's objectives
  - ensuring the SG has a regular performance appraisal
  - ensuring the SG has the opportunity for professional development and has appropriate external professional support
- b) To ensure the Board works in partnership with ELPA staff by:
- ensuring through the SG, that the staff understand the role of the Board and that the SG provides an effective channel of communication between the Board and staff;
  - ensuring that ELPA staff are aware of the Board's appreciation of their successes and hard work;
  - ensuring that, through the SG, a performance evaluation process is in place for everyone in the ELPA

**4. To monitor and evaluate the performance of the board in the discharge of their duties**

- a) To appraise the performance of the Board as a whole
- b) To appraise the performance of individual Board members
- c) To review and evaluate the governance and performance frameworks to ensure they are up to date and fit for purpose
- d) To ensure that ELPA Directors act reasonably and always in the interests of the ELPA

**5. To assist the ELPA achieve its stated aims and objectives**

- a) To ensure that there is an agreed annual business plan and budget for delivery
- b) To ensure that there is regular discussion between Board members and the President
- c) To represent the ELPA at an international level particularly in relation to the EU
- d) Champion' and disseminate best practice in relation to health, safety and welfare at work.
- e) Ensure that the regulatory requirements of all statutory bodies are met in relation to the ELPA's status as an NGO under Belgian law
- f) To ensure that the ELPA is registered at the Joint Transparency Register of the European Commission and the European Parliament