

## Executive Committee - Terms of Reference

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### 1. Purpose of the Committee

The purpose of EAHAD is to improve the situation of people living with haemophilia and allied disorders in Europe by ensuring the provision of the highest quality of clinical care, educating the medical community and general public, and promoting scientific research.

The Executive Committee directs the policy and the general management of EAHAD.

### 2. Membership of the Committee

#### Composition:

The Executive Committee is comprised of 4-11 members, including a President, Vice-President, Treasurer, and Secretary and up to 7 other ordinary members.

#### Nomination process:

Any member of the organisation with voting rights can nominate an individual to serve as an Executive Committee member. Two ordinary members of EAHAD must sign each nomination form. Nominations must be received at least thirty (30) calendar days prior to the Annual General Meeting (AGM). Prior to the election, all nominees must make a declaration of personal and non-personal interests in the pharmaceutical industry or any other commercial organisation linked with the care of people with bleeding disorders.

#### Elections:

Elections for Executive Committee membership are held each year at the AGM. Executive Committee members are elected by a ballot of the association's voting members. Each member is entitled to one vote per vacant position.

Executive Committee members have a term of three (3) years and can be re-elected for a second three (3)-year term.

The President and Vice-President will be elected for a term of two (2) years. The Vice-President will automatically be appointed to the office of President after the expiry of his term as Vice-President. The Executive Committee can choose to co-opt the outgoing President for a period of two (2) years.

The Executive Committee members can choose to co-opt additional committee members if they are of the opinion that the Executive Committee does not contain an adequate number of members representing medical practitioners, clinical scientists and allied professionals. Co-opted members serve a term of one (1) year.

### 3. Function of the Executive Committee

The Executive Committee will agree to and work towards a set of objectives and activities. All committee members are required to actively participate in the work of the committee.

### 4. Roles and responsibilities of the Executive Committee

See Appendix 1 Roles and Responsibilities of the Executive Committee.

#### **5. Frequency of Executive Committee Meetings**

The Executive Committee meets at least two (2) times per year.

Quorum for the meetings of the Executive Committee is set at 50% of members, including at least one of the following: President, Vice-President or Secretary.

#### **6. Reports to be produced by the Executive Committee**

The committee will produce an annual report outlining progress on agreed objectives.

#### **7. Agendas and Minutes**

The President will determine the agenda prior to the meeting. The agenda will be circulated to the committee members at least ten (10) calendar days prior to the meeting.

Minutes will be distributed to committee members within two (2) weeks of the meeting date.

#### **8. Review of the Terms of Reference**

The committee will review the terms of reference every two (2) years.

Last update: 2 December 2020

## Appendix 1

### Roles and Responsibilities of the Executive Committee

#### The President of EAHAD:

- Serves as the legal representative of EAHAD
- Convenes meetings of the Executive Committee and the AGM
- Chairs the Annual General Meeting (AGM)
- Chairs the meetings of the Executive Committee
- Chairs annual meetings with Industry partners
- Determines the agenda for the AGM, Executive Committee meetings, and annual meetings with Industry partners
- Leads the strategic planning process with the Executive Committee
- Takes the necessary steps to receive public and private funding as well as donations
- Maintains relations with key stakeholders
- Oversees the planning process of the annual EAHAD Congress and the work of the PCO
- Evaluates the performance of any EAHAD staff member on an annual basis (together with the Vice-President)

#### The Vice-President of EAHAD:

- In the absence of the President, chairs the AGM, meetings of the Executive Committee, and the annual meeting with industry partners.
- Evaluates the performance of any EAHAD staff member on an annual basis (together with the President)
- Works with and provides assistance to the President of EAHAD in undertaking the duties under his/her mandate

#### The Treasurer of EAHAD:

- Oversees the financial affairs of EAHAD and reports on the financial performance of EAHAD to the Executive Committee and at the AGM
- Presents the annual budget at EAHAD's AGM
- Works with the President and Vice-President of EAHAD to ensure the financial health and viability of EAHAD
- In the absence of the President and Vice-President, chairs the AGM, meetings of the Executive Committee, and the annual meeting with industry partners.

#### The Secretary of EAHAD:

- Collects nominations for Executive Committee membership
- In the absence of the President, Vice-President, and Secretary, chairs the AGM, meetings of the Executive Committee, and the annual meeting with industry partners.

#### The Executive Committee members of EAHAD:

- Are elected representatives of EAHAD's membership
- Are responsible for directing and managing EAHAD
- Represent the interests of healthcare professionals working in haemophilia-related services towards the improvement of care to people living with haemophilia and other allied disorders in Europe
- Contribute to the strategic planning process of EAHAD and agree to an annual plan and priorities for the organisation
- Approve the objectives and funding requests from any EAHAD sub-committee
- Shall have designated specific responsibilities as agreed by the Executive Committee