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# EARMA General Assembly Agenda

April 2017

EARMA Board

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# EARMA General Assembly 24<sup>th</sup> April 2017

## Malta 17.00 – 18.00

Dear EARMA members,

According to the statutes article 11.1.1 the Board announces the Annual General Assembly (AGA) 2017.

This announcement includes calls for;

The Chair, the Treasurer and one ordinary Board members (and up to two substitutes),

1. Internal Auditors, (1)
2. For the hosting of the Annual Conference 2019
3. By-laws
4. Proposals for the General Assembly:

According to the statutes, GA documents shall be available with at least 14 days' notice.

That means that the deadline for proposals shall be received by the Board not later than 3rd April 2017 to be published on the website 10<sup>th</sup> of April 2017.

All communications, suggestions and applications shall be sent to the Board:

[secretary@earma.org](mailto:secretary@earma.org) – not later than 3rd<sup>th</sup> April 2017

## Proposed Agenda for the AGA2017 according to Article 10.3 of the Statutes

1. Election (from the non-Board members present) of the chairperson of the GA, two (2) keepers of the minutes, and four(4) vote tellers.
2. The acceptance and approval of the agenda
3. Formal opening of the GA
4. The acceptance and approval of the Annual Report of the Board
5. The acceptance and approval of the Accounts and the Audit report
6. The acceptance and approval of the Internal Auditor's report
7. The acceptance and approval of the working Plan for the coming year
8. The acceptance and approval of the Budget for the coming financial year<sup>1</sup>
9. The acceptance and approval of the membership fee for the coming year
10. The election of the Chair of the Association
11. The election of the Treasurer of the Association.
12. An election for the remaining positions on the Board for the period 2017-2019.
13. The election of an Internal Auditor
14. Amendments to the Articles of Association (a.k.a 'The Statutes')
15. The admission of Honorary Members
16. The establishment of other bodies of the association, on the recommendation of the Board
17. The establishment of and amendments to, the by-laws of the Association
18. Any order for the exclusion of members

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<sup>1</sup> The Budget should be framed in a multi-annual framework indicating specific provisions for the implementation of the strategic plan. Such a budget should be revised and represented at each GA.

## **EARMA General Assembly Agenda April 2017**

19. Any order for the establishment of a mediation group consisting of senior members in case of conflict
20. Any order for the dissolution of the Association
21. Any and all other relevant business

**On behalf of the EARMA Board  
John Donovan, Chair**

# Election of Officers

## Call for Chair of the Association

(Deadline for application 3<sup>rd</sup> April 2017)

You are hereby invited to submit your candidature for becoming EARMA Chair.

The EARMA Chair is elected for a two-year period<sup>2</sup>, and will take on the responsibility for delivering the Associations goals as set forth by the members on the General Assembly. The work of the Board is defined in the Statutes article 14.

To stand for election you have to provide

- a) A short – not more than one page – description of your background, motivation and commitment to become the Chair of the Association
- b) A written, signed letter of commitment from your home institution/organisation

Please e-mail your application (maximum of 2 A4 pages) to [secretary@earma.org](mailto:secretary@earma.org) before 3<sup>rd</sup> April 2017.

Below find a “fact-box” on the work in the Board and the role of the Chair:

As Chair, you should be ready to engage in the following activities:

Every two weeks a 2 hour tele-meeting with the Board, 5-6 face-to-face two day Board meetings, participation in and contribution to the EARMA events – 2 per year, participation in and contribution to the Annual Conference. Represent EARMA as appropriate. If and when required take the responsibility for Board activities, as campaigns, Treasurer, Secretary or other. Finally, you are expected to take responsibility in the Board, together with other Board members, for one or more EARMA sub-committees.

The Chair shall oversee the finances, legal issues, line management of the MD and the overall progress of the work plan as well as the work of the programmes. The Chair is also responsible for managing third parties.

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<sup>2</sup> For the sake of continuity and to give effect to recent changes in the statutes, the term of office of the Chair and the Treasurer should not coincide with each other. In alternate years the Chair and 2 members of the Board will be elected or the Treasurer and 2 members of the Board will be elected. In 2017 this will mean that either the current Chair or current Treasurer terms be extended for one year OR that either a new Chair or new Treasurer will be appointed for one (1) year (but with the normal option to return for an additional two (2) year term giving a combined total of three years’ service in one stretch. Officers elected from 2018 onwards will serve the normal two (2) year period.

# Call for Treasurer of the Association

(Deadline for application 3<sup>rd</sup> April 2017)

You are hereby invited to submit your candidature for becoming EARMA Treasurer.

The EARMA Treasurer is elected for a two-year period<sup>3</sup>, and shall be willing to take on the responsibility to carry out the goals of the Association as set forth by the members on the General Assembly. The work of the Board is defined in the Statutes article 14.

To stand for election you have to provide

- a) A short – not more than one page – description of your background, motivation and commitment to become the Treasurer of the Association
- b) A written, signed letter of commitment from your home institution/organisation

Please e-mail your application (maximum of 2 A4 pages) to [secretary@earma.org](mailto:secretary@earma.org) before 3<sup>rd</sup> April 2017.

Below find a “fact-box” on the work in the Board and the role of the Treasurer:

As Treasurer, you should be ready to engage in the following activities:

Every two weeks a 2 hours tele-meeting with the Board, 5-6 face-to-face two day Board meetings, participation in and contribution to the EARMA events – 2 per year, participation in and contribution to the Annual Conference. Represent EARMA as appropriate. If and when required take the responsibility for Board activities, as campaigns, Secretary or other. Finally, you are expected to take responsibility in the Board, together with other Board members, for one or more EARMA sub-committees.

The Treasurer is required to fulfil statutory obligations in relation to the Association as a company under Belgian law. In the case of the Treasurer, the person holding this post should be appropriately qualified, understand the obligations and be able to manage them on behalf of the Association.

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<sup>3</sup> For the sake of continuity and to give effect to recent changes in the statutes, the term of office of the Chair and the Treasurer should not coincide with each other. In alternate years the Chair and 2 members of the Board will be elected or the Treasurer and 2 members of the Board will be elected. In 2017 this will mean that either the current Chair or current Treasurer terms be extended for one year OR that either a new Chair or new Treasurer will be appointed for one (1) year (but with the normal option to return for an additional two (2) year term giving a combined total of three years’ service in one stretch. Officers elected from 2018 onwards will serve the normal two (2) year period.

# Election of Ordinary Board Members

## Call for EARMA Board member

(Deadline for application 3<sup>rd</sup> April 2017)

You are hereby invited to submit your candidature for becoming an EARMA Board member. Board members are elected for a two-year period, and shall be willing to take on the responsibility to carry out the goals of the Association as set forth by the members on the General Assembly. The work of the Board is defined in the Statutes article 14.

To stand for election you have to provide

1. A short – not more than one page – description of your background, motivation and commitment to become a Board member
2. A written, signed letter of commitment from your home institution/organisation

We are looking for experienced research managers and administrators and specific experience in the following areas would be welcome, though not essential:

1. Professional Development Experience
2. Strategic Planning
3. European Research Policy (Diversity, Culture)
4. Communications and Marketing
5. Membership

The two candidates with highest number of votes but not elected may become substitutes. All members of the Board act on a voluntary basis.

Please e-mail your application (maximum of 2, A4 pages) to [secretary@earma.org](mailto:secretary@earma.org) before 3<sup>rd</sup> April 2017.

Below find a “fact-box” on the work in the Board:

As a Board member, you should be ready to engage in the following activities:

Every two weeks a 2 hour tele-meeting of the Board, 5-6 face-to-face two-day Board meetings, participation in and contribution to the EARMA events (approx 2-3 per year), participation in and contribution to the Annual Conference. Represent EARMA towards other associations as required. Take the responsibility for Board activities, as campaigns, Secretary or other. Finally, you are expected to take responsibility in the Board, together with other Board members, for at least one EARMA sub-committee.

# Call for EARMA Internal Auditors

(Deadline for application 3<sup>rd</sup> April 2017)

You are hereby invited to submit your candidature for becoming an EARMA Internal Auditor. The EARMA Internal Auditors are elected for a two-year period, and shall be willing to take on the responsibility to carry out the internal auditing and review of the EARMA accounts and present an internal audit report for and at the General Assembly. The work of the auditors is defined in the Statutes article 10, 16 and 17.

EARMA has an external Accounting Service and an external Financial Auditors.

To stand for election you have to provide

1. A short – not more than one page – description of your background, motivation and commitment to become an Internal Auditor member
2. A written, signed letter of commitment from your home institution/organisation.

Internal Auditors will be acting on a voluntary basis. It is expected that internal auditors will understand and have experience of financial management, financial accounts and internal systems of control. Internal Auditors have a one day meeting each year with the Accountants, External Auditors, and Treasurer in Leuven.

Please e-mail your application (maximum of 2, A4 pages) to [secretary@earma.org](mailto:secretary@earma.org) before 3<sup>rd</sup> April 2017.

# Call for EARMA Annual Conference Host 2019 (Expression of Interest)

(Deadline for application 3<sup>rd</sup> April 2017)

In 2019 the EARMA Conference will be held East of the \*EARMA Point and we are inviting expressions of interest to host the EARMA Annual Conference.

To submit an application to become EARMA Annual Conference Host Institution 2019 you have to provide

1. A short – not more than three pages – description of your motivation and commitment to become a AC 2019 Host including details of;
  - a. (A) the local support is available to you to host this conference.(B) Details of how you will address the issues raised in the notes (1-5) below.
  - b.
2. A written, signed one page letter of commitment from your home institution/organisation)
3. Be prepared, if invited to present a pitch at the Malta conference (no longer than 10 minutes).

Please e-mail your application (maximum of 4, A4 pages) to [secretary@earma.org](mailto:secretary@earma.org) before the 3<sup>rd</sup> April 2017.

Notes;

1. Any EARMA conference host must be easily accessible by air, rail and road to participants who come from all over the world.
2. The proposed location must be able to provide adequate access to a variety of accommodation within a reasonable distance of the conference venue.
3. The conference venue must be able to provide a single plenary space capable of holding 1000 people and at least six 'breakout' spaces capable of being used for breakout or parallel sessions for at least 100 participants each.
4. The conference destination must have a venue capable of hosting a dinner for 1000 participants within a reasonable distance of the conference venue.
5. EARMA works with a Professional Conference Organiser who will be the Association's representative in all matters related to marketing, registration and logistics of the conference.
6. April is the preferred date for the Conference but the period immediately prior to and post Easter, on Sunday 21<sup>st</sup> April 2019 is to be avoided.

Please note the Board reserves the right not to accept any bid(s) submitted. The Board of EARMA may add additional venues to the list of potential hosts at its discretion. The Board wants to make sure that all of Europe will have an opportunity to bid to be a host.





\* The EARMA Point.

In 2016, the Board decided that, in an effort to make sure that every area of Europe has an equal opportunity to bid as a host for the EARMA conference, EARMA host venues should rotate around a fixed point in Europe. That point is 50° North, 14° East, near the town of Nizbor in the Czech Republic. Every venue in Europe will, therefore, have two opportunities to bid for a future conference in consecutive years.

Table 1: Location of future EARMA Conferences

Year	Location
2018	The Square, Brussels
2019	East of the EARMA Point
2020	North of the EARMA Point
2021	West of the EARMA Point
2022	South of the EARMA Point.

Rue Joseph II, 36-38  
B-1000 Brussels  
Belgium  
[earma@earma.org](mailto:earma@earma.org)  
[www.earma.org](http://www.earma.org)

EARMA VAT No: BE.0831.444.012  
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