

## Guidelines for EBA committees

1. The Executive of the EBA is responsible for the establishment and function of the EBA committees. The Executive is also responsible for the appointment of committee chairmen. The Executive is empowered to discharge committee chairmen and to dissolve committees. Each member of the EBA may propose the establishment of a new committee.
2. Committee chairmen are appointed for a period of 4 years, and may be re-appointed for further periods of two years.
3. The de facto responsibility for the activities of the various committees is delegated to the committee chairmen. The chairmen are obliged to report on the activities of their committees annually, in writing, to the Executive.

The Executive should invite each committee chairman to attend at least one Executive meeting per two years. Committee chairmen should report at the Biennial General Meeting.

4. The broad aims of each committee are established by the Executive. The achievement of these aims is the responsibility of the committee chairmen.
5. Proposals for activities to achieve these aims must be made by the chairmen to the Executive, and approved by the Executive. Committee chairmen are encouraged to develop initiatives, subject to ratification by the Executive.

The same conditions apply to the appointment of committee members. The Executive advocates limiting the number of committee members (eg. 4 members) to encourage efficiency and minimise operating costs.

6. Committee chairmen may be invited to attend any executive meeting in order to discuss relevant matters.
7. The meeting between Executive and committee chairman should aim to produce a clear agreement on realistic objectives and activities, to be achieved within an agreed time period.
8. At present, it is not possible to provide financial support for committee activities. It might be possible to provide funds for specific purposes, if agreed in advance. Committee chairmen are encouraged to raise funds for their own support. Any financial contributions must be paid to the EBA. The treasurer will then allocate these funds to the committee concerned.