Management Board Terms of Reference

Collective role description

The role of the Management Board is to:

- lead the development of the strategic vision of the Association and oversee its activities;
- act as legal representatives and decision making executives of the Association;
- represent the Association on the Governing Board of Europeana Foundation.

On top of the [tasks carried out by the Members Council](), the Management Board is collectively responsible for:

1. *ENA Governance*

- leading the process of policy setting for coming year;
- leading the process of setting and modifying the Association procedures;
- formal approval of proposals and evaluation of the work progress of ENA communities, task forces and working groups;
- accepting new ENA members in accordance with the criteria for membership;
- preparing of the Members Council meetings and the General Assembly together with the ENA Annual General Meeting (AGM);
- delivering the annual report and financial report of the Association to the General Assembly;
- efficient, transparent and fair decision-making when it comes to the Association budget, and assignment of the financial resources to the ENA communities, working groups, and task forces;
- setting budgets for the coming year.

2. *ENA Representation and guidance*

- providing guidance to the Network Association communities;

- ensuring that each of the Network communities, working groups, and task forces make progress against their defined scopes, actively contributes towards the strategic objectives of the ENA and Europeana initiative overall, and operates in accordance with budgetary requirements;
- being a general ambassador of the Europeana initiative and proactively representing its interests and advocating for its work.

3.   ENA Communication

- active communication and regular information exchange with the Members Council and the ENA members about activities of the Board;
- making recommendations for the composition of communities, working groups, and task forces to the Members Council;
- offering guidance to the ENA members via blogs, Network Updates, and posts on social media platforms.

Individual role description

The individual Board members are expected to:

- attend and actively participate in the monthly meetings;
- actively follow the issues discussed in the 'virtual' meeting room on Basecamp and contribute as appropriate;
- review and approve the minutes and reports prepared by the Network Secretariat;
- prepare and chair the sessions of the MC meetings, including the agenda and meeting follow-ups;
- prepare and chair the sessions of the ENA General Assembly meeting, including the agenda and meeting follow-ups;
- actively steer (co-chair or chair) and/or be active members of at least one ENA community, task force or working group per year, depending on expertise and interest;
- stay aware of the activities of all the ENA communities, their task forces, and working groups.

The Management Board consists of a Chair, a Vice-Chair a Treasurer and up to 3 members. They are accountable in their roles to the Members Council.

1. Chair

The Chair is the spearhead driving the development and activities of the ENA by:

- providing leadership to the MB, MC, and the ENA, and represents it in various fora;
- ensuring the governance of the ENA is adhered to;
- maintaining oversight of the work and achievements of the ENA.

The Chair carries out these responsibilities by:

- principally reviewing and approving the agenda and minutes of the monthly MB meetings as well as the MC meetings and the annual General Assembly, together with the ENA Annual General Meeting (AGM); and subsequently sharing them with the rest of the Board and the Council;
- convening and chairing the monthly MB meetings as well as the MC meetings and the annual General Assembly, together with the ENA Annual General Meeting (AGM);
- overseeing the tasks and responsibilities of all the other Board members;
- monitoring the progress made by the ENA communities, their task forces, and working groups against the annual and strategic work plans;
- monitoring the ENA membership stand;
- overseeing and monitoring the ENA budget spending.

2.   Vice-Chair

The Vice-chair works with the Chair and the rest of the Board to create and deliver strategic and operational plans for the ENA by:

- overseeing the overall ENA governance adherence and development;
- taking over the role and duties of the Chair in the absence due to sickness or other unforeseen circumstance
    - chairing meetings in the absence or on request of the Chair;
- principally reviewing and approving the agenda and minutes of the monthly MB meetings as well as the MC meetings and the annual General Assembly, together with the ENA Annual General Meeting (AGM); and subsequently sharing them with the rest of the Board and the Council.

3.   Treasurer

The Treasurer is responsible for:
- monitoring and reporting to the Board on the ENA budget;
- Shaping of the budget for the forthcoming periods.