

# IOV Executive Roles and Responsibilities

## Introduction

The Executive Committee is elected by the membership to manage the interests of the IOV; to deal with any sub-contractors and professional contractors; to ensure the IOV's constitution is maintained and amended accordingly; to deal with arbitration and disciplinary matters; and to ensure that the IOV continues to represent the interests of its members at all times.

In practical terms, serving on the Executive includes being able to attend at least 5 Executive meetings each year. Some meetings are convened online although as far as possible face-to-face meetings take place at least twice a year. Whilst it's not a completely voluntary position - with a reasonable meeting allowance paid plus travel and any out-of-pocket expenses reimbursed - there is much work done outside of these formal meetings which is purely voluntary.

Any candidate must be able to respond regularly to communications by email and phone - not only with their other Executive members, but also with members to address any issues concerns or suggestions as well as to address any particular areas of responsibility delegated to them. Candidates must be familiar with email and internet technology, and also in office applications such as merging data with correspondence - have organisational skills in setting up local events - and the enthusiasm and drive to develop the membership.

Above all, candidates must be able to represent the views and interests of the members at Executive meetings - but at the same time reflect and support the collective view of the Executive Committee to the membership. Being a democratic body, the collective view of the Executive must always come before the individual views or desires for the IOV of the individual Executive member.

## Appointment of an Executive Committee Member

Appointment to the Executive is governed by the IOV's Constitution. This currently dictates that any qualified (**Associate, Master or Fellow**) member who has been a member for a continuous period of 2 years is eligible to be nominated for election to the Executive Committee. They must be nominated by another qualified member.

If there are the same number of vacant positions as there are proposed candidates at the time of committee elections, those candidates will be appointed unopposed. In the event of there being a full Executive (ideally 5 members), any new nominees and any existing committee members who are offering themselves for re-election will be entered onto a ballot paper and the membership will then vote on who they want to serve on the Executive. Those candidates who attract the greatest number of votes will be appointed to the committee.

In addition to those that offer themselves for election to the committee, the Executive also has the power to co-opt members (regardless of qualification status) to the committee if they believe their contribution would add value to the IOV. These co-opted Executive members will be put up for formal election at the next available AGM. This situation might occur if the committee number falls below 5 mid-term. Members may also be co-opted to make use of their particular knowledge and skillsets in relation to a current IOV project irrespective of the number of committee members still in post.

## Retirement or Removal of Executive Committee Members

Each year 1/3 of the Executive Committee retires by rotation - and can offer themselves for re-election if they so wish. If the total number on the Committee is five at least one person must retire each year. If there are six or seven committee members then two must retire.

The Executive Committee has the power to remove any committee member from the Executive. This is covered under Item 37 - part 'f' of the Articles of Association - "his or her membership of the Institute is terminated by the Executive Committee pursuant to Article 4." Item 4 empowers the Executive to terminate the membership of any member - however the requirements of natural

justice shall be respected and a member shall be entitled to be heard in his or her own defence by the Executive Committee or a member of the Executive Committee.

**What constitutes a proper Executive Meeting?**

Any meeting which is officially organised and minuted. This can be an extraordinary meeting which is arranged at short notice, but which is deemed to be a proper Executive meeting by a majority of the Executive.

**Who presides over the Executive meeting?**

The current chairperson shall govern the proceedings at the Executive meetings, and shall have a casting vote in situations where there is a hung decision. In the absence of the chairperson, the vice-chairperson shall fulfil the chairperson's responsibility.

**What is paid to Executive Members for attending meetings?**

For attending a proper meeting, Executive members shall be paid a fee for each meeting – the level of which is set each year by the Executive Committee. Any remuneration over and above this, or any payment for special meetings outside of the scope of the proper Executive Committee meetings, shall be by prior arrangement with the chairperson and a majority of the Executive Committee.

In addition, any out of pocket expenses incurred in travelling to the meeting shall be paid, subject to the completion of an official expenses claim form. Any expenses over and above those incurred at proper Executive meetings shall be made by pre-arrangement only- and in strict accordance with the guidance notes on claiming expenses.

In addition to the allowance paid for proper meetings, the Executive has the right to assign specific roles within the IOV, and to allocate funds to support these activities by way of retainers or one-off payments. Examples of this would be the Treasurer and the Arbitration Officer – and others carrying out contract work. These roles, and the fee for them, are discussed by the Executive Committee at one of their proper meetings each year.

ENDS.

*Revised 18th December 2018*