

Executive Committee Charter

The PEI Executive Committee is responsible for guiding the organization and helping to set priorities and make sure we are working closely with partners to help our members. The PEI Executive Committee Charter, adapted and approved by the 2012 PEI Steering Committee, outlines the tasks and responsibilities of the PEI Executive Committee.

1. PEI Executive Committee

1.1 The Executive Committee consists of five officers, elected by the Council for a one-year term. Any PEI member is eligible to run for a position within the Executive Committee, and past Executive Committee members are eligible to run for another term.

1.2 The chair of the Executive Committee is elected from the members of the Executive Committee and is the PEI President. All other members of the Executive Committee are considered Vice Presidents and carry the responsibilities of any organisational Vice President.

1.3 The Executive Committee, with the guidance of the Global Advisors Group and under supervision of a Council, manages the affairs of PEI. The role of the Executive Committee is to ensure that the mission and goals of PEI are pursued in a responsible, accountable, and transparent manner. The Executive Committee sets the budget for the organisation and approves and oversees the Director. The Executive Committee also acts as a consultative body for the Director and PEI membership at large.

1.4 The Executive Committee shall engage in a process that anticipates funding issues with the secretariat and attempts to seek funding to sustain its capabilities. As such, the Executive Committee needs to bear in mind the long-term survival and strategy of the organisation and is to work towards sustaining the mission and core activities of the organisation.

1.5 The Executive Committee shall be ready to take over the tasks of the secretariat at any time, by adapting its task list and the scale of activities, and needs to be prepared to handle changes in the secretariat smoothly with the sponsoring organisations.

1.6 The Executive Committee meets via conference calls on a regular basis (at least 1-2 times monthly) to coordinate activities, discuss operational and managerial matters and decide on future activities.

1.7 In the absence of a paid Director and staff, the Executive Committee will assume all duties of these offices to keep the organisation operational.

2. Responsibilities of the Vice Presidents

2.1 The Vice President is an official representative of the organisation and is responsible to the Council and the PEI membership at large.

2.2 The Vice Presidents are responsible for ensuring participation at the regular conference calls.

2.3 The Vice Presidents shall attend the majority of the monthly PEI Council calls and are responsible for leading and organising two or three of these Council calls during their term. A roster is drawn up at the beginning of the term to determine which calls are to be organised by whom.

2.4 The Vice Presidents shall be an active member of the organisation and should assume responsibility for contributing posts (articles, events, fellowships, funding opportunities, jobs, etc.) to the PEI membership as needed.

2.5 The Vice Presidents, as all members of Council, are encouraged to organise or contribute to the organisation of at least one PEI event (panel discussion, workshop, conference, social, etc.) during their term.

2.6 The Vice Presidents are responsible for keeping the Council and Global Advisors informed about PEI activities and developments, for involving and motivating Council members to assume additional responsibilities.

2.7 The Vice Presidents shall vote on decisions that require the approval of the Executive Committee in a timely and responsible manner.

2.8 The Vice Presidents are accountable to the PEI membership at large and shall provide regular updates (monthly newsletters, annual reports, etc.) to PEI members and the Global Advisors Group.

2.9 The Vice Presidents are responsible for assisting the Director in decision-making, managerial and administrative duties as required.

3. Additional responsibilities of the President

3.1 The President has all the responsibilities and rights of the Vice Presidents.

3.2 In addition, the President shall coordinate and lead the regular conferences and meetings of the Executive Committee.

3.3 The President and the Director shall share updates on a weekly or fortnightly basis.

3.4 The President shall take the lead in maintaining effective communication within the Executive Committee, between the Director and the Executive Committee as well as to the Council, the Global Advisors Group and the membership at large.

3.5 The President shall be exemplary in assisting the Director in the management of the organisation and shall coordinate and oversee the distribution of tasks within the Executive Committee.