

Frankfurt am Main, January 2008

## **Call for nominations for the CENL Executive Committee**

### Introduction

As the term of office of the current CENL Executive Committee ends at the CENL Annual Meeting 2008, a new Committee has to be elected in 2008.

### Voting procedure

The following procedure for the elections was adopted: a description of each function (Chair, Vice-Chair, Treasurer and EC member) was drawn up indicating clearly the requirements (e.g. for the Chair a guaranteed infrastructure for the Secretariat and payments management, for the treasurer a clear statement of the interaction for payments). These are available below. The voting procedure will be as follows:

- each country has one vote. In most cases this means one vote per CENL member. For Italy and Russia, colleagues are kindly requested to decide among themselves who will cast the vote and agree among themselves on the choice.

### Timing

- **January:** send out descriptions and explain procedure (this document)
- **March:** interested parties announce their willingness to join the Committee and in which function (to Secretariat)
- **April:** the Committee sends out the list of proposals
- **May:** the Board votes – by email, fax or post to the CENL Secretariat
- **Summer:** Executive Committee announces results
- **Annual meeting:** ratification

### CENL Executive Committee: tasks and duties

The tasks and duties of the CENL Executive Committee are outlined below. First as indicated in the Articles of Association, then more specifically according to the discussions of the current Committee. At the end of the paper there are details of the Secretariat support that the future Chair should be able to provide. If there are any questions, please do not hesitate to contact Elisabeth Niggemann, [e.niggemann@d-nb.de] or the Secretariat [cenl@d-nb.de or b.woldering@d-nb.de]

#### **CENL Secretariat**

Deutsche Nationalbibliothek • Adickesallee 1 • 60322 Frankfurt am Main • Germany

Telephone +49 69 1525 1541 • Fax +49 69 1525 1010 • E-mail cenl@d-nb.de

The CENL is registered at the Chamber of Commerce Haaglanden, NL, # 27177490

## Extract from the revised Articles of Association

### Executive Committee composition appointment and resignation

#### Article 8.

1. The foundation's Executive Committee will consist of a number of members, at least three persons, to be fixed by the Board of Directors. A Committee consisting of less than the required number of members will remain an authorised body. Any vacancies will be filled at the earliest opportunity.
2. Only directors of national libraries or staff members of national libraries can become members of the Executive Committee.
3. Members of the Executive Committee will be appointed by the Board of Directors with due observance of the provisions set out in the previous paragraph, for a period of at most three years, unless a member of the Executive Committee is appointed for a period exceeding this.
4. The Board of Directors will appoint a chairperson, a vice-chairperson/secretary and a treasurer from amongst the members of the Executive Committee.

### Tasks of the Executive Committee.

#### Article 10.

1. The Executive Committee is charged with the management of the foundation or, as the case may be, supervising the execution of this management by the official secretary.
2. With due observance of the provisions of paragraph 1 of this article, the tasks of the Executive Committee will include in particular:
  - a. adopting instructions for and supervising the tasks of the official secretary;
  - b. determining the tasks of the foundation's official secretary;
  - c. adopting the annual budget;
  - d. adopting the annual accounts referred to in paragraph 3 of article 13;
  - e. any other matters charged to the Executive Committee in particular or in general pursuant to the bylaws.

### Financial year and annual accounts.

#### Article 13.

1. The foundation's financial year will be concurrent with the calendar year.
2. The Executive Committee is required to keep records of the foundation's assets which are such that its rights and obligations can be established on that basis at any time.
3. The Executive Committee is required to draw up and adopt a budget, a balance-sheet, a statement of the foundation's income and expenditure and a report on the foundation's activities every year, within six months of the end of the financial year.
4. The Executive Committee will send all the directors a copy of the annual accounts referred to in paragraph 3, and they will consider these annual accounts in the first meeting following the receipt of these documents.
5. The documents referred to in paragraph 3 will be audited by an accountant, as described in section 393 of Book 2 of the Netherlands Civil Code, who will report to the Executive Committee on his findings and record the outcome of his audit in a statement.
6. The Executive Committee is required to keep all the documents referred to in the preceding paragraphs for a period of ten years.

## Details of Committee tasks

### Chair

The Chair is the main representative of the CENL to other international groups such as CDNL, EBLIDA, the Council of Europe, the European Commission. S/he is ready to uphold the CENL's goals and ideals. S/he will prepare the agenda for the Annual meeting providing a balance of CENL and other topics and chair it. S/he oversees the secretariat and accountant and ensures that timely and appropriate information is provided to the other Committee members and to the Board. S/he ensures that decisions taken at the Annual meeting are acted upon accordingly. The Chair shares financial responsibility with the treasurer and should be able to interpret and explain financial statements as required.

#### *Basic requirements:*

- proficiency in English
- available for a 3 year mandate
- has sufficient funding to travel on behalf of the CENL if required and to attend 2-3 Executive Committee meetings per year and at least three annual meetings, ideally also able to attend IFLA and represent CENL at the CDNL meeting.
- can provide the infrastructure necessary for the CENL secretariat and financial management including a reliable Internet connection (for details of tasks see below)
- can provide the staff necessary for the secretariat and financial management and the funding to enable the CENL secretary to attend at least the three annual meetings and 2-3 Executive Committee meetings per year, also funding to enable the financial officer attend the annual audit as required.

### Vice-Chair

The Vice-Chair supports the activities of the Executive Committee and undertakes to represent the CENL should the Chair be unable to do so. S/he works with the other members to ensure that the CENL is run correctly and dynamically.

#### *Basic requirements*

- proficiency in English
- available for a 3 year mandate
- has sufficient funding to travel on behalf of the CENL if required and to attend 2-3 Executive Committee meetings per year and at least three annual meetings. Must also be able to attend the European Library Management Board if chosen as the Committee's representative on the Board.

### Treasurer

The treasurer's main responsibility is to check that the financial resources are obtained, respectively used, according to the decisions taken by the Board and/or the Executive Committee. S/he approves payment orders electronically,

jointly with the Chair or another member of the Executive Committee, and has supervision, jointly with the Chair, over the accountant's work.

To accomplish these tasks, s/he receives from the accountant the monthly financial statements s/he requests, and should be able to interpret them. S/he must also be able to react in a timely fashion so that long delays can be avoided, since international financial transactions tend to be already lengthy. S/he should be ready to present the budget at the Annual meeting and answer any questions arising.

#### *Basic requirements*

- proficiency in English
- available for a 3 year mandate
- has sufficient funding to travel on behalf of the CENL if required and to attend 2-3 Executive Committee meetings per year and at least three annual meetings. Must also be able to attend the European Library Management Board if chosen as the Committee's representative on the Board.

#### Committee member

The Committee member works with the other members to ensure that the CENL is run correctly and dynamically.

#### *Basic requirements:*

- proficiency in English
- available for a 3 year mandate
- has sufficient funding to travel on behalf of the CENL if required and to attend 2-3 Executive Committee meetings per year and at least three annual meetings

#### Secretariat and accounting: infrastructure provided by the Chair

##### Secretariat

The CENL Secretariat coordinates the work of the CENL – collects and collates the annual reports, ensures that the web site is up to date, manages the CENL discussion list, prepares the Annual meeting in coordination with the Executive Committee and the local host, prepares the Executive Committee meetings, keeps CENL members informed, takes the minutes of the Executive Committee meetings and the Annual meeting and ensures that they are distributed in a timely fashion and that the decisions are followed up and acted upon. S/he also prepares reports as required e.g. an annual report to the CDNL. S/he works with the Chair to maintain a dynamic and well-functioning association.

#### *Basic requirements:*

- proficiency in English, written and spoken
- available for a 3 year mandate

##### Accounting

The accountant records the financial transactions concerning the CENL and the projects for which the CENL makes its bank account available, and keeps their

recording evidence. S/he prepares electronic payment orders, bills and contributions requests, and is the contact person of the CENL with its bank and its auditor. S/he produces intermediary and final financial statements and sends them on a regular basis or on demand to the people concerned (i.e. the Executive Committee for the full statements, the projects leaders for the relevant project's partial statements). S/he helps the treasurer in the interpretation of the statements, so that they can be properly presented to the Board, in the preparation of the balance-sheet and statement of the foundation's income and expenditure, and prepares budget proposals incorporating the Executive Committee's and Board's decisions.

S/he also organises the annual audit and is present.

To perform these tasks, the accountant needs a good knowledge of financial accounting. S/he also needs either access to an accounting system in which several independent accounting areas can be managed, or an excellent knowledge of a spreadsheet software (the volume and complexity of transactions is not so high to require a large accounting system, such as SAP). Finally, s/he must also be available enough to react in a timely fashion, so that long delays can be avoided since international financial transactions tend to be already lengthy.

*Basic requirements:*

- proficiency in English, written and spoken
- available for a 3 year mandate

CENL Executive Committee

