

## Executive Committee - Terms of Reference

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### 1. Purpose of the Committee

The purpose of the European Association for Haemophilia and Allied Disorders (EAHAD) is to improve the situation of people living with haemophilia and allied disorders in Europe by ensuring the provision of the highest quality of clinical care, educating the medical community and general public, and promoting scientific research.

The Executive Committee directs the policy and the general management of EAHAD.

The Terms of Reference of the Executive Committee are based and follow the [EAHAD Articles of Association](#). All rules regarding how the Executive Committee takes its decisions are provided in detail in the Articles of Association.

### 2. Membership of the Committee

#### Composition:

The Executive Committee is comprised of 4-11 members, including the Immediate Past President.

#### Nomination process:

Any member of the organisation with voting rights can nominate **only** one (1) individual to serve as an Executive Committee member. Two ordinary members of EAHAD must sign each nomination form. Nominations must be received at least thirty (30) calendar days prior to the General Meeting (GM). Prior to the election, all nominees must make a declaration of personal and non-personal interests in the pharmaceutical industry or any other commercial organisation linked with the care of people with bleeding disorders.

#### Elections:

Elections for Executive Committee membership are held at the GM. Executive Committee members are elected by a ballot of the association's voting members.

Executive Committee members have a term of three (3) years and can be re-elected for a second three (3)-year term.

The President, Vice-President, Treasurer, and Secretary will be elected by the Executive Committee for a term of two (2) years. If their regular Executive Committee member terms end while being President, Vice-President, Treasurer, and Secretary, they are entitled to another term. This doesn't apply to the Immediate Past President.

The immediate last Vice-President shall be appointed President. The outgoing President shall automatically become Immediate Past President for two (2) years.

### 3. Function of the Executive Committee

The Executive Committee will agree to and work towards a set of objectives and activities. All committee members are required to actively participate in the work of the committee.

### 4. Roles and responsibilities of the Executive Committee

See Appendix 1 Roles and Responsibilities of the Executive Committee.

#### **5. Frequency of Executive Committee Meetings**

The Executive Committee meets at least two (2) times per year.

Quorum for the meetings of the Executive Committee is set at 50% of members.

#### **6. Reports to be produced by the Executive Committee**

The committee will produce an annual report outlining progress on agreed objectives.

#### **7. Agendas and Minutes**

The President will adopt the agenda prior to the meeting. The agenda will be circulated to the committee members at least ten (10) calendar days prior to the meeting.

Minutes will be distributed to committee members within two (2) weeks of the meeting date.

#### **8. Review of the Terms of Reference**

The committee will review the Terms of Reference every two (2) years.

Last update: September 2023

## Appendix 1

### Roles and Responsibilities of the Executive Committee

#### The President of EAHAD:

- Serves as the legal representative of EAHAD
- Convenes meetings of the Executive Committee and the General Meeting (GM).
- Chairs the GM.
- Chairs the meetings of the Executive Committee.
- Chairs meetings with Industry partners.
- Approves the agenda for the GM, Executive Committee meetings, and meetings with Industry partners.
- Leads the strategic planning process with the Executive Committee.
- Takes the necessary steps to receive public and private funding as well as donations.
- Maintains relations with key stakeholders.
- Oversees the planning process of the annual EAHAD Congress and the work of the PCO.
- Evaluates the performance of any EAHAD staff member on an annual basis (together with the Vice-President).

#### The Vice-President of EAHAD:

- In the absence of the President, chairs the GM, meetings of the Executive Committee, and the annual meeting with industry partners.
- Evaluates the performance of any EAHAD staff member on an annual basis (together with the President).
- Works with and provides assistance to the President of EAHAD in undertaking the duties under his/her mandate.

#### The Treasurer of EAHAD:

- Oversees the financial affairs of EAHAD and reports on the financial performance of EAHAD to the Executive Committee and at the GM.
- Presents the annual budget at EAHAD's GM.
- Works with the President and Vice-President of EAHAD to ensure the financial health and viability of EAHAD.
- In the absence of the President and Vice-President, chairs the GM, meetings of the Executive Committee, and the annual meeting with industry partners.

#### The Secretary of EAHAD:

- Collects nominations for Executive Committee membership.
- In the absence of the President, Vice-President, and Treasurer, chairs the GM, meetings of the Executive Committee, and the annual meeting with industry partners.

#### The Executive Committee members of EAHAD:

- Are members of EAHAD.
- Are responsible for directing and managing EAHAD.
- Represent the interests of healthcare professionals working in haemophilia-related services towards the improvement of care to people living with haemophilia and other allied disorders in Europe.
- Shall have designated specific responsibilities as agreed by the Executive Committee.