

The Rules of Procedure of the 1st Chairman / President of the Sierra Leone Branch Office

English version:

The main tasks of a 1st chairperson / president in an association and board of directors

1. The 1st chairperson in the association...

ensures that the association adheres to the association's statutes (articles of association),
promotes the fulfilment of the association's purpose
represents the association internally and externally
is the socio-political formative force of the association
is the chairman at meetings and presides over them
mediates between the members and the public (as a link).

2. further representative tasks of the 1st Chairperson / President in the association

represents the association in dealings with offices and authorities
is the link to associations and umbrella organisations
Represents the association at events organised by other groups.

3. important internal tasks of the chairman of the association

calls meetings and draws up the agenda
presides over meetings and sessions
presents the annual report to the members
controls and supervises the decisions of the general meetings and sessions
is responsible for raising funds (e.g. through donations, sponsorship, foundations or grants).

3.1. ATTENTION:

In this regard it must be mentioned that the branch has to pay 7% of the annual income to the headquarters in Austria per year.

3.2. Furthermore, the entire board of the respective "NADEUM - Branch" is liable for all irregularities concerning the administration of assets inside as well as outside the association. [According to NADEUM - Statutes §§ 1.1/ Pkt. 10] The Board [1st Chairman / President, Secretary (General) and Treasurer] of the branches can be removed from their position by the Head Office in Vienna [EU - European Union - Member State Austria] in case of gross neglect of their duties. In its entirety, however, also each individual member.

3.3. An annual report must also be sent to the head office in Vienna every year. [Contents: What has the branch office done, what projects or meetings have there been. External as well as internal.

3.4. According to the NADEUM Statutes §§ 1.1/ Pt. 3, the 1st Chairman / President or elected delegates are entitled to discuss NADEUM topics of the branches at the delegates' meetings, preferably within the framework of video conferences, and to exchange information with the Presidium of the NADEUM Headquarters.

4. decision-making power of the 1st chairperson

decides (with the Executive Committee) on important Association matters (e.g. new acquisitions, amendments to the Statutes etc.)
has decision-making power in the event of a tie vote

5. organisational responsibilities of the 1st Chairman

plans and optimises the work of the association



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optimises processes in various areas (e.g. event management)
handles organisational matters of the members (e.g.
membership applications).

6. 6. personnel tasks of the 1st Chairperson

monitors and controls the timely execution of individual tasks
within the board and the association as a whole
informs members about news in the life of the association or in
the administration of the association
delegates staff and creates opportunities for further training
acts as a contact person in personnel matters

7. other duties of the 1st Chairperson

has the authority to sign Association correspondence or legal
transactions
prepares annual reports.
lays down guidelines for coexistence within the association
agrees goals with staff and members
maintains a positive climate within the association
always represents the association positively in the socio-political sphere
cooperates with other associations, city councils, committees, etc.

