

EURIM Procedures



Group Chairmen's Terms of Reference

1. Each EURIM working group is headed by a Chairman who is responsible for the overall direction of the group. The Chairman is usually a representative of a Corporate or Associate Member and will normally have previous experience of working in EURIM groups.
2. The appointment of a group Chairman is subject to approval by the Managing Council.
3. The Chairman will be supported by one or more Vice-Chairmen who may each be responsible for specific topics within the overall group objectives.
4. The Chairman is expected to have a good understanding of the issues to be addressed by the group but not to be associated with an entrenched partisan viewpoint.
5. The Chairman will ensure that the group's objectives and terms of reference are clearly defined and are appropriate to EURIM's overall objectives. Once they are agreed, the Chairman will work closely with the group rapporteur to ensure that they are achieved, especially in determining the timing and content of meetings.
6. The Chairman will be responsible for the conduct of group meetings in accordance with the guidelines for that type of meeting.
7. The Chairman is responsible for approving all minutes and reports emanating from the group prior to their distribution.
8. The Chairman will help in the development of EURIM and the recruitment of new members through involving appropriate new contacts in the deliberations of the group.
9. The Chairman will liaise with the Secretary-General and other Chairmen to ensure that issues which have an overlap with other groups are considered in the most appropriate way.
10. The Chairman will provide information in liaison with the Rapporteur for the monthly members' newsletter and for the quarterly progress reports to Council.