



Business Guidance on conduct of ETA Boards and appointment of new members

1. All ETA Boards will have established Aims, Terms of Office for members (3 years except Archives and Public Health Board, 5 years) and defined Maximum Numbers of Terms of Office (two, except Archives and Public Health Board – no limit) and number of members.
2. Terms of office and arrangements for re-election of the Executive Committee are as determined by the ETA statutes.
3. All Boards should have face-to-face or teleconference meetings at least twice a year or be able to show active email interchange between all members throughout the year.
4. All Board Chairs are required to submit a report of activities to the ExCom and a presentation to the GA yearly.
5. Any change to the terms of office of the ETA Boards may be proposed by the Executive Committee but should be approved by the General Assembly.
6. All Chairs and members are required to be ETA members in good standing.
7. Chairs or members who persistently fail to engage with the activities of the Board may be replaced, by agreement from the Executive Committee.
8. The Chairs of the ETA Boards will be proposed and appointed by consensus within the Executive Committee. These appointments should be agreed by June 1st in the year of ending of the previous Chair's term of office and take up office on the first day of the following ETA Annual Meeting or ITC immediately following that same year.
9. It is the responsibility of the Board Chairs along with the ETA Secretary to notify the Executive Committee and Standing Office when Chairs and members are within 1 year of the end of their terms of office.
10. Where members are in their last year of their term of office, these vacancies should be advertised to the membership by email, on the website and/or in the Newsletter by May 1st of their last year, and self nominations requested, to be sent to the Standing Office by June 30th. Board Chairs and Executive Committee members may also propose candidates. Formal submission of CVs/letters of application are not required but may be requested for information.
11. Selection of applicants will be made by the Chair of the Board and approved by Executive Committee. New members will be informed after the Annual Meeting if they are successful. They will take up office immediately.

C Dayan, ETA Secretary

Approved by ETA ExCom 21st April 2017