

## Committee Member Expectations

Committee members are appointed for a two-year Committee term. Committee members may serve on the same Committee for a maximum of six years (three consecutive terms of two years each), unless they become Vice-Chair or Chair of that Committee. After a break of two years, it is possible to re-apply for membership of the same Committee once again.

For the particularly active Committee members, who wish to stay on the Committee, such term can be extended by the ECTA Board of Directors upon recommendation of the Committee Chair. Such extension, however, shall not preclude other ECTA members from the same jurisdiction from joining the respective Committee.

Committee members should expect to devote an appropriate amount of time to their ECTA Committee responsibilities. Time commitments may vary depending on the Committee. Committee members are responsible for their travel expenses to ECTA meetings.

Most Committees meet regularly via conference calls /virtual calls, e-mail exchange or via the ECTA website and platform.

Every Committee member is expected to participate in at least two Committee projects during each year of Committee participation.

In addition, the Committees meet in person during the ECTA Annual Conference (usually in June each year) and ECTA Autumn Meeting (usually in October each year). Each Committee member is expected to attend both and surely at least one of these Committee meetings per year.

Committee members that persistently do not perform and do not attend the in person meetings without due excuse may be asked to resign from the Committee.

## Committee Member Responsibilities

While participating on a Committee, Committee members should:

- be an ECTA member;
- support the mission of ECTA;
- commit themselves to the goals and tasks of ECTA through regular meeting attendance and project participation;
- complete assigned projects in a timely manner;
- respond to ECTA staff and Committee communications in a timely manner;
- keep their member profile on the ECTA website up to date;

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# EXPECTATIONS AND RESPONSIBILITIES FOR ECTA COMMITTEE MEMBERS

- visit ECTA website frequently, particularly, the Committee workspace located in the private section of the ECTA website, containing relevant Committee documentation;
- share insights to help the Committee develop appropriate position papers and policy;
- resign from the Committee when no longer able to support the Committee mission or devote the necessary time to be a productive Committee member.

## **ECTA Committee Policy**

The Supervisory Board has delegated some of its powers to Committees, which are the heart of the Association and it is from these Committees that its work stems. At this level, the principle of representation of a member from each EU Member State has been adopted. Nevertheless, Associate and Affiliate Members may be, and are, co-opted in a non-voting capacity to enhance the discussions of the various Committees.

The reports and position papers submitted by Committees and approved by the Supervisory Board are therefore the result of an approach throughout the European Union to each matter under discussion. Committees currently in existence are noted on the ECTA website.

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