

## The EALTA<sup>1</sup> Executive Committee

The Executive Committee is a committee according to section 16 *Delegation by charity trustees* of the CIO Constitution.

### Composition of the Executive Committee

The Executive Committee will consist of the EALTA Trustees. During the year before becoming the President and a Trustee of EALTA, the Upcoming President serves as an additional member of the Executive Committee.

After retirement or removal of Trustees according to section 14 of the Constitution,

- a single member may combine two spheres of responsibility until a new Trustee is elected by the Annual General Meeting and becomes a member of the Executive Committee, or
- the Trustees will co-opt additional members to the Executive Committee who will assume the responsibilities assigned to them by the Trustees on the Executive Committee. Co-opted members must be elected Trustees or replaced by elected Trustees at the next Annual General Meeting.

### Chair of the Executive Committee

- The current President of EALTA will chair the Executive Committee during their term of office. If the President is unwilling to preside or is not present within 10 minutes after the time of the meeting, the members present may appoint one of their number to chair that meeting.

### Duties of the Executive Committee

- To execute the duties of the Trustees as a whole described in the Constitution
- To promote and disseminate the content of the Mission Statement
- To initiate and promote publications and activities according to the objects of the Association
- To approve all substantial changes to the content of the Association's website
- To ensure that the finances of the Association are in good order and are used only in pursuit of the objects of the Association
- To liaise with and to take note of the acts and proceedings of any EALTA committee at regular intervals

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<sup>1</sup> EALTA - the European Association for Language Testing and Assessment is a Charitable Incorporated Organisation (CIO), registered in England, charity number 1198137

- To support the Committee for Conference Organisation and the current conference organizer in conference-related matters (which includes an onsite visit in due time before the annual conference)
- To respond to the wishes of the Members, consistent with the objects of the Association, as expressed in General Meetings
- To provide reports and accounts for the Members and submit them to the Annual General Meeting

#### **Meetings of the Executive Committee**

- The Executive Committee will hold meetings as required to support the fulfilment of the above duties.
- A Committee meeting will be quorate if the President and two Committee members are present.
- At all meetings, the President will have the casting vote.

25 May 2022