**EUSPR Board: roles and responsibilities**

The EUSPR Board consists of:

* President and Chair of the Board
* President Elect and Vice-Chair of the Board
* Past President
* Secretary
* Treasurer
* Early Career Researcher
* Six other members of the Society elected to the Board.

Specific responsibilities:

1. **President**: The President is the senior officer of the Board and Society, and is responsible for calling and chairing meetings of the Board and the membership. The President is also responsible for supporting the Board to set and monitor strategic objectives for the Society.
2. **President-Elect**: Responsibilities include organising and overseeing Board elections, and supporting and deputising for the President as needed.
3. **Past-President**: Responsible for ensuring a smooth transition between Presidents, and facilitating Board continuity from year to year. The Past-President will also normally have oversight of Society awards and prizes.
4. **Secretary**: Responsible for overseeing Board governance responsibilities, including compliance with reporting requirements according to the local laws at the seat of the Society. Also responsible for oversight of the Society membership registration process.
5. **Treasurer**: Responsible for monitoring, oversight and reporting of the financial status of the Society, including accounts and compliance with any audit and financial reporting requirements.
6. **Early Career Researcher**: Provides a link between the EUSPR Board and early-career members of the society. Responsibilities include representing early-career interests on the Board, as well as initiating and coordinating activities to support early-career members of the society.

General duties of the Board are:

1. Management of EUSPR resources and property
2. Execution of resolutions of the General Meeting of EUSPR members
3. Responsibility for the policy, activities and fiscal affairs of the Society
4. Establishing plans and call for both regular and, if necessary, special meetings of the

Society

1. Setting strategy and objectives in order to meet the mission and aims of the Society
2. Creation and dissolution of ad hoc committees as are deemed necessary to carry out the functions and achieve the objectives of the Society
3. Deciding on admissions and loss of membership
4. Establishment of an administrative function or office for the Society with responsibilities for day to day operations of the Society. Provide funds for the office to complete the tasks involved in the operations of the Society
5. Appointment, if necessary, of an Administrative Officer, and definition of the Administrative Officer’s duties. To approve compensation or contract fees and terminate the Administrative Officer’s employment if necessary. The Administrative Officer will report to the President of the Society, and will sit as an ex-officio member of the Board.
6. Appointment, if necessary of any professional needed to develop specific activities of the society, under the supervision of the president and the board