



Eurodiaconia 

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INTERNAL RULES

Introduction

these Internal Rules are designed to support the day to day running of Eurodiaconia and to support the Supervisory Board and Secretary General in their work. They are to be read in conjunction with the Statutes of the Association.

For the application of these Internal Rules the definitions of the Statutes shall apply accordingly.

They were adopted by the Supervisory Board in April 2012 and presented to the Annual General Meeting of Eurodiaconia in June 2012.

Revised December 2023

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1 Membership

1.1. The Association is open to any general diaconal organisation and/or to any individual who has an interest in diaconia and is composed of three membership categories (i) Full Members, (ii) Associate Members and (iii) Individual Supporters as set out in Articles 6, 7, 8 and 9 of the Statutes.

1.2. Membership applications should be made by the applicant according to article 10 of the Statutes on the published membership application form.

1.3. The Board and Secretariat shall familiarize themselves with the work of potential new members by a number of means which may include visits, gathering information and encouraging their participation as guests at appropriate events and meetings, at their own expense.¹

1.4. Besides the fulfilment of the respective criteria and principles of membership as laid down in Articles 6, 7, 8 and 9 of the Statutes the Board may also take into account the following base line standards when assessing applications for membership:

- ✓ Faith Basis
- ✓ Action
- ✓ Structure
- ✓ Governance
- ✓ Finance
- ✓ Representativity

Areas Standards for	Possible areas of interest	Standard to be met
Governance	How are decisions taken, is there a board? Is it elected/selected fairly and democratically	Clear governance evidenced through documents such as legal registration, updated statutes or charter, organigramme.
Faith Basis	Is the organization recognizable as a Christian organisation or with a Christian basis? How does this show in the work of the organisation? Do they have an affiliation or relationship with a recognized Christian body or Church as per the membership statement?	Evidence of Christian basis through statements of the organisation e.g. vision/mission statement, statutes along with evidence of relationship with Christian body or Church.
Structure	How is the organisation structured, does this allow for participation of stakeholders from throughout the applicable area? Are there paid staff, a national or regional coordinating office?	Evidence of well-run organisation through the roles of paid staff and volunteers (normally either all paid staff with volunteers in minor roles or a balance of paid staff and volunteers but with clear management structures).
Finance	Is the organisation financially secure? Can it pay fees? Is funding from partners guaranteed	Financial statements for preceding 2 years and

¹ Based on statement on Membership Agreed at the Supervisory Board Meeting 7 – 8 December 2009



	for several years?	budgets for current and next 2 years. Balance sheet for preceding years.
Action	Does the organisation provide a range of services or specialize in a particular area? Does the scope of the action fit into the general work of Eurodiaconia; can this organisation find its place in Eurodiaconia?	Annual report, other materials
Representativity	Is the organisation recognized on a national or regional level for the work they do. Do they have partnerships or contracts with others? Are they part of any umbrella networks in the field of social services or social justice? Do peers recognize the organization positively?	Information on partnerships

2 The General Meeting

2.1. The Annual General Meeting (AGM) and the Extraordinary General Meeting (EGM) shall be held in accordance with the provisions laid down in Articles 14 to 19 of the Statutes.

A General Meeting may be held in person or as a semi-virtual General Meeting by decision of the Supervisory Board.

2.2. An AGM shall be hosted by a Member of Eurodiaconia following an open call inviting Members to propose their candidacy to host the AGM. Guidelines for hosting an AGM shall be provided to all Members for utmost transparency and are attached to this document as Annex 1.

The call for hosting an AGM should be sent to all Members in January of Year N-1². Offers to host will be considered at the next Supervisory Board meeting and announced at the next AGM. Where possible and if there are multiple offers the Supervisory Board may set the dates for years N+2/N+3 etc earlier than year N-1.

When considering bids to host the AGM the Supervisory Board will take into account many factors including capacity, previous experience of hosting international events, location and ease of arrival/departure, cost of travel, cost of accommodation, cost of renting of rooms and equipment and geographical diversity of hosts.

2.3. Only Members of Eurodiaconia may host an AGM. Where the Member of Eurodiaconia is a national platform/association/Federation the bid to host the AGM must come from the formal national member. However, that member may devolve the practical organisation of the AGM to one of its members.

3 The Supervisory Board

3.1. The Supervisory Board is elected by the Annual General Meeting in line with the provisions laid out in Article 20 of the Statutes and works to fulfil its responsibilities under Articles 22 to 25 of the Statutes.

3.2. When vacancies occur on the Supervisory Board because of the expiry of the Supervisory Board members' term of office, a call for nominations to fill those places shall be sent by the Secretary General a minimum of ten (10) weeks before the opening session of the AGM.

Candidacies for the Supervisory Board must be submitted in the manner requested by the call for nominations. Members that have sent incomplete nominations shall be contacted by the Secretary General

² E.g. if the AGM is to be held in 2014 then the call for hosting should be sent in January 2013



immediately after the published deadline and asked to complete the nomination within one (1) week. Incomplete nominations shall be published but with a note explaining the lack of required information.

All candidates shall have the opportunity to present themselves to the AGM prior to the voting session

3.3. The term of office of a Supervisory Board member commences immediately after the close of the AGM at which they were elected and ends at the close of the AGM four (4) years later. However, this does not prevent a member of the Supervisory Board choosing through resignation to end their mandate early. In such case, Article 21.4. of the Statutes shall apply.

3.4. As per the provisions of Article 20.5 of the Statutes the Supervisory Board shall elect a Chairperson, Vice Chairperson and a Treasurer.

- *Chairperson*

The Chairperson shall be responsible for

- ✓ Chairing meetings of the Supervisory Board and leading its deliberations
- ✓ Chairing the General Meetings on the approval of the delegates
- ✓ In partnership with the Secretary General serve as a spokesperson for the Association
- ✓ Supervise and support the Secretary General and appraise their work at least once per year.
- ✓ Carry out the normal duties of a Supervisory Board Member as presented in Article 25 of the Statutes.

- *Vice Chairperson*

The Vice Chairperson shall be responsible for

- ✓ Chairing meetings in the absence of the Chairperson
- ✓ Execute the responsibilities of the Chairperson when they are not able to do so
- ✓ Any other duties as may be requested by the Chairperson
- ✓ Carry out the normal duties of a Supervisory Board Member as presented in Article 25 of the Statutes.

- *Treasurer*

The Treasurer shall be responsible for

- ✓ Working with the Chairperson and the Secretary General to ensure the Associations finances are well managed and audited and incorporated in the Annual Report of the Association.
- ✓ Carry out the normal duties of a Supervisory Board Member as presented in Article 25 of the Statutes.

A profile of Eurodiaconia Supervisory Board Members is attached to these Internal Rules as Annex 2.

4 Adoption of Policy Positions

4.1. Eurodiaconia holds a number policy positions on key issues for the Membership. In order to ensure that the adoption of policy positions is as open and transparent as possible and that all Members have the possibility to participate in the process on the basis of their own interests a process has been adopted to allow this to be done:

- *Initiation*

Based on Member's interests and needs, as identified at the AGM or any other process, plus an environmental scan of the European institutional agenda, the development of specific policy papers should be identified in each year's work plan. As the operational plan is agreed by the Supervisory Board there shall be agreement that specific topics should be worked on.

- *Development*

Secretariat staff should start to develop the content of the paper and provide a basic outline of the topic and any previous opinion delivered by Eurodiaconia.



- Consultation

There will be three consultation possibilities. Once a decision has been taken to start a policy paper a message should be sent to all members, through E-news, informing them of this and inviting them to contribute to its development by sending opinion or examples of work. Secondly, where appropriate, networks/other working structures will be involved either virtually or in person and asked to contribute based on the challenges they see with the topic, the needs of the topic for wider society, the specific needs that need to be addressed by decision makers, what their organization is doing to address the topic and what the diaconal motivation and/or praxis is. This will then be used for the paper.

As a policy paper develops, a group may be asked to comment on it depending on its level of knowledge and engagement in a particular topic. Finally, when a near to last draft is produced, it will be sent by formal consultation to all members through the identified member contacts. Members will have 20 days to review and respond to the document and most importantly raise any concerns. No comment will be taken to be implicit agreement.

The consultation period should allow enough time for the receipt of contributions and time to integrate and discuss where necessary differing contributions. Where there are serious objections from a minority or where there are seriously contrasting opinions the Secretary General should assist the Policy Officers in trying to resolve them.

- Agreement

Policy papers shall be presented to the Supervisory Board by the Secretary General for approval. Proposed policies should be circulated to the Supervisory Board in advance to allow time for their reading of the documents. If a policy is approved by the Supervisory Board then this should be noted on the document for future reference. If a policy is not approved by the Supervisory Board then a clear indication should be given of the improvements needed so that this can be done by the secretariat.

- Dissemination

Approved policies should be sent to all Members with supporting materials. Supporting materials should consist of other documents or responses Eurodiaconia has developed on the topic, definitions of concepts relating to the topic, any other useful documentation and links to other organizations and perhaps most importantly, a document on how to use the policy which should give suggestions on communication, advocacy and discussion. Where possible and effective, examples of members work on a topic could be included.

- Advocacy

When a policy is developed it should be an active, living document which is used as a basis for advocacy work. Therefore each policy should have an accompanying advocacy plan which identifies how the recommendations identified are to be promoted at European and national level. This should link to the 'How to Use this Document'.

- Monitoring and Evaluation

Generally, a policy paper should be reviewed no later than two years after its adoption by the Supervisory Board but policy officers should be alert to political developments earlier than this that may affect the policy.

5 Financial Issues

5.1. Bank Accounts may be opened in the name of Eurodiaconia on the approval of the Supervisory Board by the Secretary General.



5.2. Bank Account signatories shall be designated at the discretion of the Secretary General but may include in normal circumstances the:

- Secretary General
- Deputy Secretary General
- Head of Operations

For all payments whether done manually or electronically two signatures/authorization must be provided.

For any investment in capital expenditure over 1000 euros approval must be received from two (2) out of three (3) of the Chairperson, Vice Chairperson and Treasurer in written form (email shall suffice) before a purchase can be made.

For any expenditure over 10 000 euros in a single transaction or purchase (with the exception of salary payments and social security charges) the Secretary General must receive written permission (email shall suffice) for the expenditure from two (2) out of three (3) of the Chairperson, Vice Chairperson and Treasurer.

5.3. Where a Member has not paid their membership fees for two (2) years or more and following discussion with the Member it is clear that they will be unable to pay the outstanding fees the Supervisory Board may take the decision to write off the debt in the Annual Accounts. This decision may be made on the recommendation of the Treasurer at the Supervisory Board meeting prior to the annual auditing of the Eurodiaconia accounts. The Supervisory Board may decide to write off outstanding debt on a one (1), two (2) or three (3) year period depending on the size of cumulative debt to be written off. All such decisions should also be discussed with the appointed auditors to the Association in advance of the Supervisory Board meeting.

5.4. In the event of any concerns regarding the use of monies in a way that is contrary to the Statutes, vision, mission and operational plans of Eurodiaconia or where there is no justification for expenditure and such lack of justification raises concerns as to the legitimacy of the expense then the following action should be taken:

- 1) If appropriate, the Head of Operations or other member of staff as needed addresses the issues with the Secretary General and seeks a resolution.
- 2) If no resolution is possible or where the issue concerns the Secretary General then the Head of Operations should inform the Treasurer and the Chairperson of the Supervisory Board (as employer). The Head of Operations should provide whatsoever information and document is required in order for the designated members of the Supervisory Board to investigate the matter and take whatever action is needed.

5.5. None of the above should contradict the established grievance and disciplinary procedures as stated in the Staff Handbook/Réglementation de Travail

6) Secretary General

6.1. The Secretary General is appointed by the Supervisory Board in accordance with Article 27 of the Statutes to be in charge of Eurodiaconia daily management, as set out in Article 26.1. of the Statutes.

The Secretary General holds special management and/or representation powers and responsibilities going beyond the daily management pursuant to article 25.4 and 26.2 of the Statutes.

The Secretary General represents the Association as per the provision in Article 28.2, 28.3 and 28.4 of the Eurodiaconia Statutes.



Guidelines for a Eurodiaconia Annual General Meeting (AGM)

The General Meeting of Eurodiaconia is the highest decision making body of Eurodiaconia. All members of Eurodiaconia are invited to attend and participate to the Annual General Meeting in setting the direction of the Association for the coming year. The AGM is also where the business of the Association is carried out - elections to the Supervisory Board, approval of budgets etc. The statutes of Eurodiaconia give the following instruction as regards the Annual General Meeting:

The General Meeting

Article 14 The General Meeting: Composition

14.1 The General Meeting shall be composed of all the Full Members of the Association.

14.2 Full Members participate in the General Meeting with the right of expression, the right of initiative and the right to vote.

14.3 Associate Members and Individual Supporters may attend the General Meeting at their own expenses, with the right of expression and the right of initiative, but without the right to vote.

14.4 Participation in the General Meeting is not limited for Members. Members may send as many delegates as they wish. However, as stated in Article 17.1 of these Statutes, only one (1) vote is allocated to each Full Member.

Subject to the provisions and limitations stipulated in these Statutes guests may attend the General meeting with the right of expression, but without the right to vote.

Article 15 The General Meeting: Meeting rules

15.1 The ordinary meeting of the General Meeting shall be held at least once a year, and within six (6) months after the closing date of the financial year (the "Annual General Meeting").

An extraordinary meeting of the General Meeting (the "Extraordinary General Meeting") may also be convened (i) whenever the Supervisory Board considers that it is needed, or (ii) at the request of half (1/2) of the Full Members of the Association. These requests shall be submitted to the Supervisory Board. An Extraordinary General Meeting must be convened at the request of one fifth (1/5) of the Full Members via the statutory auditor(s) (if applicable).

15.2 The General Meeting shall be convened at the location indicated in the notice of meeting. This convening notice shall be made in writing by letter, e-mail or any other written means of communication by the Secretary General, four (4) weeks before the date of the General Meeting. The convening notice shall include the agenda, the place, date and time of the meeting. In cases as described in Article 15.3. of these Statutes, the convening notice shall contain a clear and detailed description of the procedures relating to the remote participation. Such procedures are also made available on the website of the Association

15.3 All Annual or Extraordinary General Meetings are held at the physical location designated in the convening notice, as the place of the meeting.

Unless otherwise provided in these Statutes and upon respective decision of the Supervisory Board to hold a semi-virtual General Meeting, Members, Supervisory Board members, the Secretary General and guests can attend any General Meeting, either (i) physically or (ii) via conference call, video conference, web-conference or by any other electronic means of communications made available by the Association and which offers the possibility for the Association to check the identity of the Members, Supervisory Board members, the Secretary General and guests participating in the meeting. Such electronic means of communication must enable them (i) to directly, simultaneously and uninterruptedly follow the discussion during the meeting, (ii) to speak to each other and (iii), as far as the Full Members are concerned, to participate in the deliberation, to ask questions and to cast definitively their vote on all agenda items. With regard to compliance with the quorum and majority requirement rules, Full Members participating by such means in the semi-virtual meeting of the General Meeting shall be deemed present at the place where such meeting takes place.

Breakdowns, overloads, line failures, connection failures or any other event, incident, technical problem of the same or similar nature beyond the Association's power and related to the use of such electronic means shall not constitute a ground for annulment of the decision taken by the General Meeting, unless these constitute an irregularity as to the manner in which the decision is adopted pursuant to article 2:42 BCCA. Such technical problems or incidents that have impeded or disturbed the participation by electronic means in the General Meeting or the vote must be mentioned in the minutes of the meeting with sufficient precision.

15.4 The General Meeting is chaired by the Chairperson of the Supervisory Board or another member of the Supervisory Board, as agreed by the Supervisory Board, in their absence.



The Bureau of the General Meeting is composed of the chairperson of the meeting and the teller(s) designated by the Supervisory Board.

Article 16 - The General Meeting: Motions and Amendments at the General Meeting

16.1 Under these Statutes the following definitions shall apply:

- a) A Proposed Motion is a suggested proposal, (usually written in the pre-General Meeting papers) that is open for discussion by the General Meeting.
- b) A Motion is a proposal that has been moved and seconded, to be voted on by the General Meeting.
- c) A Proposed Amendment is a suggested change in a Motion.
- d) An Amendment is a change in a Motion, which has been moved and seconded.

16.2 Proposed Motions shall normally be presented by the Supervisory Board and shall be concerned with the powers and responsibilities of the General Meeting as laid down in Article 19 of these Statutes. Members may also present Proposed Motions but these must be received six (6) weeks in advance of the opening of the General Meeting by the Secretary General so as to allow for preparation of documents and circulation to all Members. Supervisory Board shall circulate all Proposed Motions to the General Meeting at least four (4) weeks before the opening of the General Meeting.

16.3 The Supervisory Board has the right to propose Motions. Other proposers and seconders must be Members of Eurodiaconia.

16.4 A Proposed Motion must be concerned with and related to the Association's Purpose, or an issue on which the proposer considers the Association should express an opinion. A Proposed Motion that does not comply with this requirement shall not be submitted to the General Meeting.

16.5 All Proposed Motions and Proposed Amendments must have a Secunder at the moment of presenting the Motion or Amendment to the General Meeting.

16.6 All Proposed Motions shall be presented to the General Meeting on the first day. Members may ask questions on each motion and indicate if they wish to propose an Amendment. If Amendments are to be proposed then the proposer is asked to provide the Secretariat with a written version of the Amendment at the end of the opening session along with the names of the proposer and seconder of the Amendment. The Secretariat shall then circulate a copy of all Amendments received to all delegates of Full Members of the General Meeting for their consideration and notification shall be given of when the voting session on the Proposed Motion and Amendment shall be held.

16.7 Amendments to Proposed Motions can only be submitted on the first day of the General Meeting by the published deadline and shall not be accepted after this point. Any Proposed Motions where Amendments are not proposed shall be voted on in the opening session of the General Meeting.

Article 17 The General Meeting: Voting and quorum

17.1 Only Full Members shall be entitled to vote at the General Meeting.

Each Full Member has one (1) vote.

Full Members who are unable to attend the General Meeting may be represented at the General Meeting by another Full Member by written proxy to be communicated to the Secretary General by the opening session of the General Meeting. A Full Member may hold maximum two (2) proxies.

As an exception to the previous paragraph, a Full Member or a third party may act on behalf of an unlimited number of Full Members by virtue of a written proxy, if the Belgian law requires that the decisions of the General Assembly must be certified by a notarial deed.

17.2 No matter may be taken decision on which is not included in the agenda.

17.3 Unless otherwise stipulated in these Statutes or in the law, the General Meeting shall be deemed validly constituted and can only deliberate if at least fifty percent plus one (50% + 1) of the Full Members are present or represented. If this quorum is not reached, a new General Meeting shall be convened, in accordance with Article 15.2 which shall validly deliberate regardless of the number of Full Members present or represented.

17.4 Unless otherwise stipulated in these Statutes or in the law, the decisions of the General Meeting shall be taken by a simple majority (50% of the votes + 1 vote) of the votes cast by the Full Members present or represented. Abstentions, blank or invalid votes shall not be taken into account in the calculation of the majority, neither in the numerator nor in the denominator.

17.5 When decisions concern the following items, two-third (2/3) of the votes cast by the Full Members present or represented shall be required to pass the resolution:

- a) amendment to the Statutes;
- b) the exclusion of any Members; and
- c) the dissolution of the Association.

Abstention, blank or invalid votes shall not be taken into account in the calculation of the majority, neither in the nominator nor in the denominator. Voting shall be by secret ballots.



17.6 A roll call of all Member's shall be taken at the opening session to record all Members in attendance at the General Meeting.

The General Meeting chairperson shall decide on any point not covered in these Statutes.

Voting takes place in sessions at designated times throughout the General Meeting and can be done by:

- a) electronic voting;
- b) raising of voting cards;
- c) secret ballot – electronic or on paper.

However when the vote concerns the matters set out in Article 17.5 of these Statutes, a secret ballot shall be held. Members may call for a secret ballot at any time. In all instances, Members can choose to vote for a proposal, against a proposal or abstain.

The Voting Strength shall be the total number of votes that Full Members registered at the General Meeting, eligible to vote, and present or represented at the start of each voting session are entitled to cast as established by the teller(s). The chairperson of the respective voting session of the General Meeting shall report to the General Meeting on the Voting Strength.

17.7 Statutory amendments shall enter into force only following their approval by the competent authority according to the BCCA and their publication in the appendices to the "*Moniteur belge*" according to the BCCA.

Article 18 The General Meeting: Minutes of the meeting

18.1 The minutes of the General Meeting, including a record of all decisions of the General Meeting will be kept by the Secretary General in the minutes register, kept in the Association's headquarters or any other location approved by the Supervisory Board.

18.2 A copy of the minutes of the General meeting shall be sent to all Members by post, or email, within thirty (30) calendar days of the meeting.

18.3 Further practical aspects, modalities and guidelines regarding the hosting and practical organisation of the General Meetings may be laid down in compliance with article 2:59 of the BCCA in the Internal Rules of the Association.

Article 19 The General Meeting: Powers and responsibilities

19.1 The General Meeting shall be the supreme governing body of the Association and shall hold the powers explicitly conferred to it by law or by these Statutes to enable the realisation of the Purpose and Object of the Association.

19.2 The following powers shall be reserved exclusively to the General Meeting:

- a) approval the annual accounts of the preceding financial year and, as the case may be, of the Supervisory Board report;
- b) approval the Association's budget, as well as any amendments thereto, on a proposal from the Supervisory Board;
- c) discharge the members of the Supervisory Board and, if any, the statutory auditor(s);
- d) if required by law, appointment and revocation of the statutory auditor(s), and determination of their remuneration for the exercise of their mandate;
- e) determination of the amount of the annual membership fee for all categories of membership and the special contribution of the Members, on a proposal from the Supervisory Board;
- f) approval of the strategic plan on a proposal by the Supervisory Board and the Secretary General;
- g) election and dismissal of the members of the Supervisory Board and, determination of the conditions, as the case may be, the financial conditions, under which the mandate of the members of the Supervisory Board is conferred, exercised and terminated;
- h) nomination of an election committee, if applicable;
- i) amendment of these Statutes on a proposal of the Supervisory Board;
- j) adoption and amendment of the Internal Rules of the Association;
- k) exclusion of any Members of the Association;
- l) dissolution of the Association; and
- m) any other powers as indicated in the BCCA or in these Statutes.

The purpose of these guidelines is to give guidance as to the expectations of the hosting organisation and to give clarity as to the responsibilities of different parts of the AGM as well as gather in one place the procedures for various parts of the AGM as well as a check list and time frame for planning an AGM. Part 1 is orientated towards the Hosting Organisation and Part 2 is orientated towards the Supervisory Board and Secretariat.

PART 1 – Hosting a Eurodiaconia Annual General Meeting

Hosting an AGM is an undertaking for any organisation and resources, particularly human, need to be available from the prospective hosts to be able to plan, execute and evaluate an AGM. However, hosting an AGM should not be a burden to a Member organisation and as such these guidelines serve to give a clear indication of what the expectations are of a prospective host.



Responsibilities of Host Organisation

Venue

The Hosting Organisation must identify a suitable venue for the AGM. The AGM is normally held over three (3) days. The venue should include the following:

- One plenary hall, suitable for 80-100 persons in either theatre, classroom or banquet style seating
- Working Space for up to five working groups at any one time,
- An area for displays of materials and information
- Reliable, strong and free wifi access for all participants

All of these spaces should be available from 8 am – 6 pm on each day of the AGM unless other arrangements are made by the Secretariat.

All venues should be accessible to persons of reduced mobility.

Facilities should be available in the plenary hall for audio visual presentations including projection equipment and amplification.

The proposed venue should be located near to public transport and be within easy reach of hotels and other facilities.

A variety of accommodation should be proposed by the Host Organisation if accommodation is not available at the conference venue or where various prices of accommodation are preferred. Delegates are responsible for booking their own accommodation however it may be prudent to be able to block book rooms in an appropriate hotel which can then be released to Eurodiaconia delegates using a special code.

The following meals should be provided:

Day 1	Morning	Coffee/tea	and	biscuits/cake
	lunch (sandwiches etc. or cultural equivalent)			
	Afternoon tea/coffee and biscuits/fruit			
	Evening meal – minimum 2 hot courses plus 1 – 2 glasses of wine/water per person. Buffet style is acceptable.			
Day 2	Morning	Coffee/tea	and	biscuits/cake
	lunch (sandwiches etc. or cultural equivalent)			
	Afternoon tea/coffee and biscuits/fruit			
	Evening meal – minimum 2 hot courses plus 1 – 2 glasses of wine/water per person. Buffet style is acceptable.			
Day 3	Morning	Coffee/tea	and	biscuits/cake

It is assumed that breakfast will be provided at the accommodation.

Water should be available in the conference rooms at all times.

Additional Responsibilities

Opening Act of Worship and daily devotions

The Host Organisation is responsible for an opening service to dedicate the meeting to God. Such a service should include prayer, music and a relevant message/sermon for the AGM. This service is normally led by members of the Hosting Organisation or related Church and normally included words of welcome from the Hosting Organisation and/or related Church as appropriate. This service



should last no more than 30 minutes and will be the first programme item of the AGM

Travel Information

The Host Organisation should provide information on travel from airports and train stations to the AGM venue, the hotels proposed and between the hotels proposed and the AGM venue. A contact number of delegates to reach a host representative on the opening day of the conference is also required.

If needed, the host organization is responsible for providing the necessary documentation for Visa's.

Finance

Although Eurodiaconia holds responsibility for the total AGM Budget, it is the responsibility of the Host to ensure costs for their responsibilities are possible in the event budget. Indications of prices must be given at the time of presenting a candidature for hosting an AGM and these will then be revisited if an offer to host has been accepted. If the Host wishes to offer to pay for one meal or other cost of the AGM then this should be indicated in the proposal for hosting however this is not obligatory but is welcomed. All costs must be approved by the Eurodiaconia Secretariat before any contract is entered into.

Guests

The Host Organisation may wish to invite particular partners or dignitaries to the AGM. This is very much welcomed however the invitation should ideally be co-signed by Eurodiaconia.

Communications and PR

The Host Organisation is responsible, where possible and appropriate, to invite journalists and other media to report on the AGM. No statements may be issued on behalf of Eurodiaconia without the approval of the Secretary General.

Planning and Co-ordination

The Host Organisation should appoint one person to be the main contact person with the Eurodiaconia secretariat and as much as possible communication should flow between the Secretariat of Eurodiaconia and the named contact person of the Host Organisation. During the AGM at least one representative of the Host Organisation should be on hand at all times to deal with any arising issues at the AGM and to assist delegates.

At least one planning meeting should be held between the hosts and the Eurodiaconia Secretariat to visit the venue, agree budget and decide other issues. Ideally this should be held the autumn of the year before the AGM.

Entertainment

The Host Organisation is welcome to propose cultural entertainment for at least one evening where possible. This could be traditional music, dancing etc. or a trip to cultural landmarks.

Visits to Host Organizations Projects

Where the programme of the conference allows for it, visits to diaconal projects would be most welcomed. Discussion on who best to do this will take place at the planning meeting.

It should be noted that the programme of the event is the responsibility of the Eurodiaconia Supervisory Board and they are assisted by the Secretariat in its planning.



Part 2 - Organizing a Eurodiaconia AGM

Planning

The following calendar notes all the tasks to be carried out for a Eurodiaconia AGM, the person responsible and relevant notes. This should be reviewed and revised following each AGM.

WHEN	WHAT	WHO
September	Supervisory Board agrees theme and outline of Programme and decides on any major issues e.g. membership fee or statute changes. Provisional Budget produced and discussed if possible.	Supervisory Board Secretariat
September /October	Meeting with hosts to agree venue info, programme outline, budget	Secretariat Hosts
November/ December	Confirm programme and speakers/facilitators	Secretariat
January	Booking and Information Pack sent to MO's (including request for financial assistance) Invitations sent to invited guests/partners Book travel and accommodation for Staff and Supervisory Board	Secretariat
February to April	Reminders for registration in updates to members Deadline for requests for financial assistance. Agree what support to be provided and inform delegates and hosts. Preparation of templates for documents and presentations Invoices to be sent to participants Prepare AGM handbook Chase up final registrations	Secretariat
April	Preparation of presentations, discussion sessions etc. Confirm with hosts any special requirements for delegates e.g. diet or mobility Agree and prepare contents of welcome pack Arrange registration procedure Prepare Voting Papers etc. Prepare Chairs Agenda and final programme Organize dressing of conference hall Final information letter sent with information on transport, contact etc.	Supervisory Board Secretariat
May	Hold AGM	Secretariat Hosts
June	Thank you letters to hosts and others as necessary Publish minutes, record of decisions and report of AGM on website and send to all members Prepare summary of issues raised for next Supervisory Board Hold evaluation with staff team Revise planning document	ALL



Documentation

Each AGM requires a certain number of documents to be circulated in advance to Members to assist them and prepare them for their participation in the AGM. The number of documents and content will vary depending on the programme of the AGM but it could be anticipated that the following will be required:

Document	Purpose
Minutes of the Previous AGM	For Approval by the AGM
Agenda and programme	Information on content of meeting
List of candidates for election to the Supervisory Board	For information to prepare vote.
Financial Report on previous year and current year (the latter for information)	Previous year report for adoption by AGM Current year for information
Annual Report for previous years	For adoption by the AGM
Proposed financial and work plan for next year	For adoption and agreement
AGM Handbook	For preparation and information

It is also suggested that Members are sent the most recent version of the Statutes in advance of the AGM. Since 2009 the practice has been to provide no paper copies of documents. All documents are sent by email to delegates and Member organisation and should be available through the website.

Guests

Possible guests could include, depending on the content of the meeting and the developing relationships:

- Conference of European Churches
- Ecumenical Diaconal Year Network
- Diakonie World Federation Europe Region
- ACT Alliance EU office
- REDl
- Churches Commission on Migration in Europe
- Interdiac
- Representatives of organisations wishing to join Eurodiaconia
- Representatives of other organisations active in Diaconia – e.g. educational and research institutes

All guests must attend at their own cost although the conference fee may be waived by the Secretariat in individual cases. The Host Organisation may add to the guests based on local need.

Programme

Traditionally, the programme of the AGM is organized over three (3) days although this may be changed by the Supervisory Board if they wish. Variety in presentation methods and ways of work is encouraged and the participation of all members of the Supervisory Board in presenting agenda items and facilitating working groups etc. is encouraged. Normally, time is set aside for the Regional Platforms/Groupings to meet during the AGM. Strategy should be led by the Supervisory Board. Work plans can be presented by the Secretary General as can reviews of previous years. The Treasurer, Chairperson and Secretary General should discuss together the best way to present agenda items relating to finance. Any other items can be chaired by any member of the Supervisory Board in agreement with the Chairperson. The Secretary General will prepare a 'Chairs agenda' for all AGM chairs to guide them through the programme and procedure and assist them in keeping time.



PROFILE OF EURODIACONIA SUPERVISORY BOARD MEMBERS

Over all responsibilities

Supervisory Board members provide strategic direction and governance to the Association in between Annual General Meetings. They ensure that the Association is working in line with its vision, mission and Purpose. The Supervisory Board also monitors the work of the Secretariat, particularly the Secretary General, to ensure that the needs of Members are being met and that decisions taken by the GM and at Supervisory Board meetings are implemented correctly, timely and appropriately. Although it is the Secretary General who is responsible for the daily management of the Association and its resources, the Supervisory Board has a responsibility to set the direction and orientation for the Secretary General along the lines agreed at the General Meetings.

A usual Supervisory Board meeting will normally cover the following general agenda items:

- Report of Office Activities
- Working with partners
- Membership Issues
- Governance Issues including preparation of General Meetings
- Strategy and Finance including implementation of the operational plan, evaluation, financial strategies and accounts and strategic planning
- Policy and Programme including updates on advocacy and policy work and approval of policy papers and updates on the work of working groups and networks

Supervisory Board members look to guide the interests of the Association as a whole and are not members of the Supervisory Board on behalf of one organisation but rather as a collective representation of all the membership. As such, Supervisory Board members should not be pursuing a Member agenda but rather working in the best interests of all Members.

Time Requirements

The Supervisory Board meets four (4) times a year. One of those meetings is held prior to the Annual General Meeting necessitating an early arrival for the AGM. The other three (3) meetings are normally held over a two (2) day period in Brussels. In the future, it is planned that Supervisory Board meetings will take place in February, April, June (AGM) and October. This time frame has been identified as the best for planning and budgeting each year.

Normally meetings will start at 11 am on the first day and concluded by 12.30 pm on the second day to accommodate travel arrangements. Supervisory Board members are expected to be prepared for Supervisory Board meetings and have read documents in advance.

In addition to the actual Supervisory Board meetings elected members are expected to attend the Annual General Meeting (3 days including the Supervisory Board meeting) which normally takes place in late May/early June.



There are no other 'attendance required' activities however Supervisory Board members may be asked to participate in activities such as conferences and other meetings but this is always optional based on members availability. However, Supervisory Board members should be able to follow the work of the secretariat between meetings and respond to some requests by email.

Knowledge, skills and experience required

A Supervisory Board works most effectively when there are complementing skills between members and as a result members are able offer their skills as part of a team working for a common purpose. For the Supervisory Board, the knowledge, skills and experience as set out in Article 20.2 of the Statutes, have been identified as being required for the work of the Supervisory Board:

Languages Required

It is important to note that the work of the Supervisory Board is conducted in English. Therefore all members of the Supervisory Board should be able to understand and follow work in this language.

*Approved by the Supervisory Board April 2012
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Updated December 2014
Updated December 2023*