

Overview of the EIUG Committee

Makeup of the Committee

- The EIUG Committee shall consist of the five executive officers of the organisation and two members of the organisation elected at large to represent a spectrum of the user population.
- EIUG Committee meetings are open to all interested parties.

Duties of the EIUG Committee

- Exercise the powers of the organisation when it is not in session, reporting to its members at the succeeding meeting or via the EIUG mailing list or designated site contacts as appropriate.
- Organise and promote the EIUG Conference, AGM and other meetings or workshops as required or identified by the membership.

Executive office positions

Duties of the Chair

- To chair the AGM, committee meetings and any special membership meetings of the EIUG
- To provide an annual report at the AGM on the work of the EIUG
- To be the main point of communication between the EIUG community and III on issues that affect the user community.
- To liaise with III on the attendance of appropriate Innovative personnel at the annual conference and other EIUG events during the year
- Lead planning for the annual EIUG conference
- Perform other duties as necessary to the office of Chair and as may be prescribed by the EIUG Committee.

Duties of the Vice-Chair

- Perform the duties of the Chair in the event of the Chair's absence from meetings.
- Take over the role of Chair until the next AGM should the Chair leave post mid-way through their term of office.
- Responsible for co-ordinating local arrangements relating to Exchange of Experience Days
- Responsible for monitoring compliance with Data Protection legislation
- Evaluation of post conference feedback from delegates
- Complete assignments as delegated by the Chair.
- Perform other duties as necessary to the office of Vice Chair and as may be prescribed by the EIUG Committee.

Duties of the Secretary

- Take and distribute minutes of the AGM, committee meetings and any additional special membership meetings.
- Distribute mailings to the membership at appropriate intervals throughout the year.

- Put out the call for conference papers and co-ordinate the programme for the annual EIUG conference
- Manage the EIUG listserv membership
- Perform other duties as the Secretary as may be prescribed by the EIUG Chair or Committee.

Duties of the Treasurer

- Collect registration fees, membership fees, and other moneys and maintain the EIUG bank account(s) as required.
- Keep an account of all moneys received and expended and make payments as authorised by the EIUG Committee.
- Present an annual report of accounts to members at the AGM.
- Maintain a current list of members and a directory of their contact details.
- Deliver over to his/her successor or to the Chair all cheque books, moneys, and other property at the expiration of his/her term of office.
- Perform other duties as the Treasurer as may be prescribed by the EIUG Chair or Committee.

Duties of the Training Officer

- To identify training needs of EIUG members
- To raise the training needs of EIUG members and negotiate associated costings
- To facilitate knowledge sharing between members
- To develop topics for Exchange of Experience days based on member feedback
- Perform other duties as the Training Officer as may be prescribed by the EIUG Chair or Committee.

Ordinary members (Maximum of 2)

- To assist with the organisation of the annual EIUG conference and Exchange of Experience days as required by the Chair and Vice Chair
- Attend EIUG committee meetings during the course of the year
- Assist with the promotion of EIUG activities via their social media channels on Twitter and Facebook
- Assist with the management of the EIUG website as required by the EIUG chair
- Assist with the booking processes for EIUG conferences and Exchange of Experience days as required by the Chair and Vice Chair
- Perform other duties as may be prescribed by the EIUG Chair or committee