

# Short Handbook for the GBIF Executive Committee

## Introduction

This document is meant as a quick help to new Executive Committee members and will give a short overview of the duties and responsibilities of the GBIF Executive Committee. For more details and links to the GBIF governance documents please see the full Handbook for the GBIF Executive Committee at <http://demo.gbif.org/committee-handbooks>.

## Role of the committee

The Executive Committee will be responsible for monitoring the performance of the GBIF Secretariat in implementing the decisions taken by the Governing Board including the Strategic Plan, the Work Programme, and the budget. It is further responsible for taking decisions on behalf of the Board, especially in the intersessional period between Governing Board meetings, in those areas delegated to it by the Board.

The members of the Executive Committee are operating in the interest of GBIF and not representing their national interest. The Executive Committee will strive to work by consensus. If the Executive Committee cannot come to an agreement on a particular issue, the Chair will decide.

These are the main responsibilities of the Executive Committee:

- Present a table of suggested basic financial contributions for Voting Participants
- Consider petitions to become Voting or Associate Participants or petitions for affiliation
- May suspend voting rights of Voting Participants if financial contributions are not received within payment deadline
- Make intersessional decisions on behalf of the Governing Board

## Members

The Executive Committee consists of:

- 1 Chair (elected)
- 3 Vice-chairs (elected)
- 3 members (Chairs of standing committees)
- 1 Ex-officio member (Executive Secretary)

Both the Executive Committee Chair and 1<sup>st</sup> Vice-chair shall be elected from Voting Participants. The 2<sup>nd</sup> and 3<sup>rd</sup> Vice-chairs may be from Voting or Associate Participants. All are elected for a two-year term and may be elected for only two consecutive terms in the same position.

## Meetings

The Executive Committee will normally meet at least twice a year, at the Mid-term meeting and in conjunction with the annual Governing Board meeting. The Executive Committee may also hold teleconferences as often as necessary.

Each member of the Executive Committee is required to identify all issues in which s/he has a conflict of interest, and may not participate on any discussion or decision on those issues.

In cases where there is ambiguity about a particular item, the Chair will rule whether a conflict of interest exists or not.

In order to have a quorum, an Executive Committee meeting has to have present at least five committee members, including the Chair or the 1<sup>st</sup> Vice-chair.

The GBIF Secretariat will provide administrative support in connection with meetings of the Executive Committee. This includes helping with drafting and sending out agenda and documents, setting up meeting room, minute-taking, etc.

For Governing Board meetings, the agenda and supporting documents should be sent out to the Governing Board at least four weeks before the agreed dates of a Governing Board meeting. For Executive Committee meetings, the agenda and supporting documents should be sent out to the committee no later than one week before the agreed date of an Executive Committee meeting.

The Secretariat has created a secure web repository where the meeting agendas and supporting documents for each committee meeting can be found. Only current members of the committee will have access to the documents.

## **Funding**

The Chair, Vice-chairs and members of the GBIF Executive Committee are not paid positions.

Whenever Executive Committee meetings are held in conjunction with the annual Governing Board meeting, the travel, hotel and per diem costs are to be paid by the Participant from which the committee member comes, except the Chair's cost of participation which shall be covered by the GBIF budget.

If the Executive Committee holds any intersessional meetings, the committee members' costs for participating in these meetings will be covered by the Secretariat.

According to the [GBIF Travel Guidelines](#) committee members that receive full or partial funding from GBIF must book their own travel and submit a travel reimbursement form no later than 3 months after the meeting.