

European Forum Operational Guidelines

Goals

- to unite the European members, and celebrate their diversity
- to give opportunities to discuss issues of educational importance
- to find ways to accomplish these goals and turn them into action
- to strengthen the links between the European Forum and the European Regional Director

Each biennium the forum committee agrees its own goals to work towards and report on. These goals should be set at the first meeting of the forum committee; they might be revised at the next meeting.

Membership

The European Forum is made up of members from each of these countries:

Norway, Sweden, Finland, Iceland, The Netherlands, Great Britain, Germany and Estonia.

The representative group is called the European Forum Committee.

Finances

(a) The fiscal year is July 1 - June 30. A budget, prepared by the treasurer, is agreed by the European Forum Committee each year, approved and signed by the chair and submitted to the International President by the treasurer.

(b) The European Forum budget of currently \$3,000 U.S.D, is allocated from the Available Fund by the Administrative

Board. This supports the forum committee members for a proportion of their travel and accommodation costs at the committee meeting. The amount payable relies on members choosing the cheapest travel arrangements and staying in members' houses, when possible, with an amount being paid to the host for food provided. The rest of the money is spent on other expenses, such as communication (EU website) and administrative costs.

(c) Receipts are required.

(d) Members of the committee are working on behalf of their states and are entitled to reimbursement of the difference in their travel costs between the payment from forum funds which is 300,00 € maximum, and the overall total from the funds of their respective states. This item should be built into state budgets.

(e) A financial report, prepared by the committee treasurer, and agreed by the committee members in June, is presented to the European Forum Committee in July.

(f) Each country should decide how to facilitate participation in their state conferences by members in their countries.

Organizational Structure

(a) Each country selects a representative to serve on the forum committee for a biennium.

(b) The forum committee members will elect the new chair for the next biennium.

Rationale: The new chair should have served on the committee the previous biennium and thus be familiar with the work of the committee.

Responsibilities

- (a) The chair organizes the committee meetings and reports on the work of the forum to Society headquarters. The chair asks a member to take the minutes.
- (b) Each committee representative is accountable to, and reports to, their state organization.
- (c) Activities of the European state organizations, and agendas and minutes of forum meetings, are put on the European Forum website, run by the European Webmaster. The webmaster will be supported by the editorial board which consists of the European Forum chair, the Europe Regional Director, the editor of EuForia and the webmaster.

Officers

- (a) Any European Forum Committee member who is not the state president, nor a member of her state organization executive board, becomes an ex-officio member of her state organization executive board.
- (b) The forum committee serves for the period of one biennium.
- (c) The Europe Regional Director is an ex-officio member of the European Forum Committee.
- (d) A chair and a treasurer are chosen by the committee members for a two-year period. The forum chair changes in even-numbered years.
- (e) Concerning continuity it is recommended that at the beginning of the new biennium not all eight members will be new on the committee.

Areas of Activity

(a) The European Forum holds two general forum meetings each biennium. The meetings take place during the International Conference in Europe and International Convention. The itemised agenda for the forum meeting, and the minutes of the previous meeting, should be available on the European website one month before the date of the meeting.

(b) Each biennium the committee will review and update the operational guidelines for forum meetings and reports.

(c) Strategic Action Plan – the committee will review and update this annually

(d) The European Forum Committee meets annually for planning and discussion in person.

(e) The forum committee may decide to hold a pre-conference seminar at the International Conference in Europe. The committee members decide the theme and format. They inform the conference steering committee and give guidance on costs.

(f) The forum committee may select a project agreed by member countries to be carried out in the European region.

European Achievement Award

(a) A specially designed pin/pendant is awarded biennially at the international conference, in recognition of distinguished service given to DKG in Europe.

(b) The name of a member from any European state may be submitted (on the recommendation form) by their state executive boards to the chair of the European Forum Committee by the end of even numbered years. A decision is made on the recipient by the committee members.

(c) Each state contributes €25 biennially from their own budget to the award via their EF committee member in even numbered years.

Travel costs of the European Director

(a) All eight countries have agreed to contribute €1 per member annually from their own budgets to facilitate travel around the region by the regional director. Money for this purpose is included in state organizations' annual budgets. The regional director documents her expenses and is refunded by the European Forum Committee Treasurer.

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