

## 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 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) A completed reimbursement of expenses form and 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 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. A copy is sent each year to headquarters by the treasurer before the European Forum Committee meeting at the beginning of November.
- (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. Nomination forms are submitted to the current Forum Committee Chair by March 1 of even numbered years by the state president of each country. The current Forum Committee Chair then circulates the names of the new representatives to all state organization presidents, current Forum representatives, and incoming Forum representatives.
- (b) The names and brief biographical details of those incoming representatives *who would be willing to become the next Forum chair\** are then circulated to the new representatives by the current chair. Each incoming member then informs the current chair by May 1 of even-numbered years who they wish to be the new chair.

(\*Note: The nomination form will ask this question.)

### Responsibilities

- (a) The chair organizes the committee meetings and reports on the work of the forum to Society headquarters. The chair selects two members 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 minutes of Forum meetings, are put on the European Forum website, run by the European Webmaster. A committee of five members, agreed by the European Forum Committee, supports the webmaster. The committee members are: Forum

Chairman, Regional Director, one EF Committee member, and the editor of EuForia, as well as the European 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) Continuity – to avoid beginning each biennium with a committee comprised of new members, countries should, where possible, encourage representation on the committee to be for 4 years, and to ensure that there is a continual overlap.

### 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 at the November meeting.
- (d) The European Forum Committee meets annually for planning and discussion, preferably in the first weekend of November.
- (e) The Forum Committee may decide to hold a pre-conference seminar at the International Conference in Europe. The committee decide the theme and format. They inform the conference steering committee and give guidance on costs.
- (f) The Forum 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 regional 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 by October 15 in even numbered years. A decision is made on the recipient at the November Forum committee meeting.
- (c) Each state contributes €25 biennially from their own budget to the award via their EF committee member in November of 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.

- Updated November 2019 — European Forum Committee 2018-2020
- To be approved by membership at European Forum Meeting Philadelphia 2020