

BOARD EXECUTIVE & MANAGING COMMITTEE

JOB DESCRIPTIONS



BOARD EXECUTIVE OFFICERS:

Board Executive members shall be empowered to manage the day to day business of the Federation and make decisions pertaining to administration, scheduling, formatting of events and non-technical issues, e.g. preparation of the Annual General Meeting Forum and Agenda; establishment of all prices and preparation of the working budget of the IBTF, materials for sale; establishment of IBTF award designs and prices; prepare recommendations and information for the IBTF General Assembly, following Executive Board meetings.

PRESIDENT: TERM OF OFFICE - 4 YEARS

1. Represents the International Baton Twirling Federation.
2. Presides over all Board and General Assembly meetings.
3. Ex officio member of all committees.
4. Must call two General Assembly meetings per year, one being the Annual General Meeting, giving notification to all members of time and place and providing them with an agenda.
5. Has the right to spend money for business expenditure or other expenses as approved in the budget by the General Assembly.
6. The President and Treasurer will provide accounting service with the coding of income and expenditures to correct classes and accounts for generating accurate reports for the Business/Finance and Audit Committee on a quarterly basis and a complete financial statement before the Annual General Meeting.
7. The President shall notify the Treasurer and Auditing Committee of the exact dates and times for the official audit committee meetings.
8. If applicable, the President shall provide an invoice of approved expenses within 30 days for reimbursement. (Receipts must be attached to the invoice).

VICE PRESIDENT: TERM OF OFFICE - 4 YEARS

1. Acts as President in the absence of same.
2. If applicable, the Vice President shall provide an invoice of approved expenses within 30 days for reimbursement. (Receipts must be attached to the invoice).

SECRETARY: TERM OF OFFICE - 4 YEARS

1. Takes the minutes of the meetings.
2. Sends a copy of the minutes within **45 days** of each meeting.
3. Is responsible for Board correspondence.
4. Is responsible for International Baton Twirling Federation archives.
5. Maintains the "motion" handbook.
6. If applicable, the Secretary shall provide an invoice of approved expenses within 30 days for reimbursement. (Receipts must be attached to the invoice).

Job Descriptions (continued)

TREASURER: TERM OF OFFICE - 4 YEARS

1. Works with the President and Board Executive to provide a proposed annual budget.
2. Provides a detailed balance sheet and profit/loss report (financial statement) quarterly to the Audit Committee in advance of meetings and year end to the General Assembly.
3. Ensures the accounts of the International Baton Twirling Federation are in order and stay within the limits of the approved budget.
4. Must obtain the President's authorization on additional expenditures.
6. Must give all documents, records, receipts, etc. to the International Baton Twirling Federation at end of his/her term of office.
7. The Treasurer is responsible for ensuring that the invoices for member countries of IBTF for annual membership dues are completed.
8. The Treasurer shall be available for audit committee meetings.
9. Refer to details in IBTF BUSINESS-FINANCE ACCOUNTING PROCEDURES

BOARD EXECUTIVE MEMBERS-AT-LARGE: TERM OF OFFICE - 4 YEARS

1. The three members-at-large serve to assist in the decision-making processes of the Board Executive's duties as listed below.

BOARD EXECUTIVE OVERALL TASK & RESPONSIBILITIES

The **BOARD EXECUTIVE** is responsible for implementing all the policy directives and decisions made by the General Assembly. This includes in particular:

- a) to prepare the information forum and agenda of the General Assembly meetings
- b) to prepare the annual accounts (consisting of the profit and loss statement and the balance sheet), under the supervision of the Business/Finance Department, Audit Committee and Treasurer. .
- c) To appoint an external accountant to conduct IBTF's accounting and account reconciliations, under the supervision of the President and Treasurer.
- d) to make recommendations to the General Assembly about:
 - the long-term strategies of the IBTF
 - regulations and rules to be decided by the General Assembly
 - the admission and exclusion of Members or Associate Members
- e) to decide about the creation and dissolution of Commissions and Committees.
- f) to decide the terms and conditions of contracts between the IBTF and organisers of IBTF approved competitions
- g) to recommend any proposal of changes of the IBTF Constitution
- h) to appoint and remove persons (employees) entrusted with the Managing of IBTF's day-to-day operations

Job Descriptions (continued)

- i) to make recommendations on the terms and conditions of contracts to be concluded with third parties outside IBTF. Strategic contracts exceeding USD 20,000 must be approved by the Executive Board
- j) to decide on membership issues between General Assembly meetings
- k) to decide the official means of information of the IBTF
- l) to appoint members sitting on the Anti-Doping Commission
- m) to appoint members sitting on the Ethics Commission
- n) to appoint members sitting on the Disciplinary Commission
- o) to prepare the invitations to tender for outsourcing (for example, media service, travels, etc.)
- p) to publish the minutes of the meetings on the IBTF website
- q) to control the proper development of the tasks entrusted to the Board.

The Board Executive Managing Committee will meet virtually on a monthly basis and at least twice every year and will meet also upon the request of the majority of its members.

The Agenda for the meetings is prepared by the President. However, any member of the Board Executive Managing Committee is entitled to present proposals for the agenda. Such proposals must be submitted, with relevant documentation, at least one month before the date set for any meeting. The full agenda shall be sent at least two weeks prior to the meeting date if at all possible.

Job Descriptions (continued)

BOARD EXECUTIVE MANAGING COMMITTEE

The Board Executive Managing Committee is an extension of the Board Executive officers and Members-at-Large, and includes the Technical, Judges, and Coaches Directors of the Technical Sport Commission. The Board Executive Managing Committee will meet at the summer meeting and the Annual General Meeting prior to their separate meeting and will determine the goals and the direction for our sport for approval by their respective committees and vote of the General Assembly.

The Board Executive Managing Committee will be responsible for appointing personnel to assist and guide any host country in the organization and management of IBTF Continental Events in lieu of Continental Commission Chairs.

The Board Executive Managing Committee is responsible for carrying out all those routine duties and specific tasks that have to be fulfilled between meetings of the Board Executive & Managing Committees. This includes in particular:

- a) to undertake administrative duties and tasks;
- b) to set up the calendar of IBTF approved competitions and to coordinate schedules of International and Continental competitions
- c) to supervise approved competitions
- d) to approve the composition of the jury and of the route setting team at all approved competitions, according to the approved proposals from the Technical Sport Commission
- e) to control finances
- f) to appoint delegates for any events as necessary
- g) to initiate and undertake negotiations with third parties
- h) to ensure the proper functioning of the website.

The Board Executive Managing Committee meets as often as business requires. Decisions are taken by a simple majority, the President having the casting vote in the event of a tie (to make or to break a tie.)

The Board Executive Managing Committee may take decisions by correspondence and/or by any other means of communication, including electronic systems. To be valid, decisions taken in this way have to be approved by a minimum of three officers.