

# Best practices for the management of the Union

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## 2. Best practices for the management of the Union

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### 2.1. EGU Council

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The Council is the decision-making body in the Union. The EGU recommends that the composition of Council is representative of the diversity of the scientific community. Council consists of the president (chair), vice-president, general secretary, treasurer, division presidents, the Early Career Scientists (ECS) Union Representative and the executive secretary as an ex-officio member. Chairs of the EGU committees and office staff members are normally invited to the Council meetings as ex-officio members. The incoming division presidents and the incoming Union ECS Representative are invited to participate in one Council meeting as ex-officio members before their terms start.

The Council can vote by simple majority either by an open vote at its meetings, by a closed vote at its meetings (on request), or through electronic voting between Council meetings (circular or parallel procedures). The Council has a quorum requiring that at least 50% of the voting members are present.

Elections of Council members are carried out through an electronic voting system.

The EGU Council members may meet in person or virtually. The agenda for Council meetings is made available to Council members at least two weeks in advance. Key information is also made available to Council members one week prior to the meeting.

#### The EGU President

The term of the president is four years: one year as vice-president (president-elect), then two years as president, and the final fourth year as retiring vice-president. The president is not eligible for re-election.

- Nominations for president are sought by an open call.
- The Council approves the candidates according to the statutes.
- The EGU membership votes for the president.

The president is the chief elected officer of the Union, and as such shall:

- Represent, together with the vice-president, the Union as a whole in all internal and external matters;
- Preside at all meetings of the Council, the Plenary session, and the executive board, unless deputised;
- Nominate all chairs and other members of Union committees to Council in consultation with the respective committees, unless otherwise specified in the by-laws;
- Oversee and provide strategic steering to all activities of the Union, in particular those of the committees and the EGU office.

The president may delegate responsibilities to other members of the Union.

The EGU Executive Secretary, the EGU General Secretary, and the EGU Treasurer

The terms of the general secretary and the treasurer are two years and renewable.

- Nominations for general secretary and treasurer are sought by an open call.
- The Council approves the candidates according to the statutes.
- The EGU membership votes for the general secretary and the treasurer.

The EGU executive secretary is proposed by the president and approved by Council. Their term can be terminated at any time.

#### The EGU Executive Board

The EGU Executive Board consists of the president, vice-president, general secretary, treasurer, and the executive secretary as an ex-officio member. The executive board is responsible for managing the association pursuant to its statutes.

## 2.2. EGU committees

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The EGU has Union-wide committees that are in charge of organising selected Union activities. The EGU recommends that the composition of committees is representative of the diversity of the scientific community. Committees report to the Council. The terms of the chairs and the committee members appointed by Council are two years renewable once. An exception is the Publications Committee, where the term of the chair is three years renewable once, and the terms of the members are defined by their editorial duties.

The EGU committees are:

- Programme Committee (oversees the EGU General Assembly programme).
- Outreach Committee (oversees outreach projects as stipulated by By-laws 1.5 and 1.6).
- Topical Events Committee (oversees activities related to Galileo Conferences, conference and training school series, and training schools).
- Publications Committee (oversees EGU journals and other publications).
- Awards Committee (oversees EGU awards and medals committees and proposes medal and award recipients to the Council).
- Finance Committee (oversees EGU finances and proposes budget to the Council).
- Education Committee (oversees activities related to secondary and tertiary geoscience education).
- Equality, Diversity, and Inclusion Committee (advises Council in order to support the scientific mission of the EGU by promoting and supporting equality, diversity, and inclusion within EGU and also organises activities to pursue its mission).
- Ethics Committee (investigates serious breaches of the EGU Code of Conduct and other allegations of scientific misconduct).

Selection procedure for vacancies of members of committees, including chairs

The composition of the various committees is defined in the by-laws, and further details are given in the best practices of each committee below. Members of the Outreach Committee, Topical Events Committee, and Education Committee share the same selection procedure for their members, which is organised as follows:

(A) EGU committees open to EGU Council members only

When there is a vacancy in an EGU committee composed of only EGU Council members, either due to an early resignation of a committee member or the end of their term of office, the committee chair informs the EGU executive secretary about this open position. The committee chair may also indicate possible successors for this position and/or required qualifications. The executive secretary then informs the EGU Council about this vacancy and the required qualifications via the Council forum. The committee chair then works with the executive secretary to collect/solicit applications and propose nominations to the Union president for Council appointment at the following Council meeting. A similar approach is taken if the chair of a

committee resigns or reaches the end of their term of office; in this case, the Union president nominates a candidate after following the above procedure.

#### (B) EGU committees composed of both Council and non-Council members

When there is a vacancy in an EGU committee composed of both non-Council and Council members, a two-way approach can be taken to replace the outgoing member. If the EGU Council decides that the member to be elected should be part of the Council, the approach described in (A) should be followed. Vacancies for non-Council members should be publicly announced on the EGU website, and EGU should actively solicit and review applications from the broader EGU community. The committee chair and the executive secretary collaborate to collect the applications and seek feedback from the respective committee members to evaluate the incoming applications before the Union president nominates potential candidates to Council, which votes on the new composition of the committee. The outcome of this selection process should be publicly announced on the EGU website. It is recommended that the procedure should be completed within a time frame of six weeks.

### 2.3. EGU divisions

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EGU has divisions that represent a scientific area or discipline. Divisions can be created and terminated by Council decision as needed. The EGU recommends that division officers are representative of the diversity of the scientific community.

Division presidents are each elected for a two-year term and can be re-elected once. The maximum duration of a term is thus four years. Each division president-elect serves as the division deputy president until the start of their presidential term. Candidates for division president are sought according to the following procedure:

- Nominations for division president are sought by an open call.
- The Council approves the candidates according to the statutes.
- The EGU membership votes for the division president.

The internal structure of the divisions can be decided by each division and does not need to be similar between divisions. However, each division should have a named contact person for (1) the General Assembly (the programme group chair), (2) EGU journals, (3) outreach activities, (4) division medals and/or awards, if any, and (5) ECS activities. In addition, divisions must have at least one deputy president and may have scientific secretaries and other officers as they see fit. The division officers and their roles within the division are publicised on the EGU website.

The internal organisation of each division is decided by the division at the annual division meeting during the General Assembly.

The division officers are selected to serve for two years and presented for approval at the annual division meeting. Positions are renewable. Division medal committee members are also selected

to serve one year renewable three times. They are presented and approved at the annual division meeting. Council is then informed for the final approval of the composition of medal committees.

Division meetings are organised annually during the General Assembly and presided over by the division president or their delegate. Division presidents, or persons designated by the division president for this purpose, should advertise the division meeting before and during the General Assembly. Division meetings are open to all interested General Assembly participants. The agenda of the division meeting should consist of, at a minimum:

- News from EGU: General Assembly and EGU committees highlights, Council main current items, and time and location of the next General Assembly.
- Division officers: list of current officers, approval or vote for new ones and replacements.
- Awards and medals: review medal(s) relevant to the division, advertise recipients and lectures, review proposal procedures, ask for nominations for the next call for nominations, approve new division medal committee members (if any), advertise ECS Awards and Outstanding Student and PhD candidate Presentation Awards, and review the procedures by which these are awarded.
- Journals: review journals relevant to division, list executive editors and status of the journal(s), advertise new editor positions, plan for new journals (if any) and journal awards (if any).
- Scientific programme for the next General Assembly: advertise timeline (call for proposals for sessions, abstract submission, and other relevant deadlines), discuss meeting format and so forth, advertise web interface for session proposal submission, review travel-support procedure and the conveners' roles in the selection procedure, review new guidelines or rules (if any).
- Feedback from the division regarding EGU activities.

Division meeting reports are submitted by the division presidents to the EGU executive secretary within two weeks after the end of the General Assembly.

## 2.4. EGU budget

The EGU budget takes into account the foreseen incomes generated mainly by the membership fees and by cooperation and license contracts with third parties. The EGU budget distributes funding for activities that are in line with the EGU strategy as defined by the Council.

- The Finance Committee consists of the treasurer as the chair, the president, vice-president, general secretary, and the executive secretary.
- All committees and groups requiring funding from the EGU budget must submit a proposal for funding to the executive secretary and treasurer by mid-September of the previous year.
- Based on the proposals, the Finance Committee makes a budget proposal to the Council.
- The Council approves the budget at the autumn Council meeting.

Budget items could include, but are not limited to:

- Membership fees;
- Publication fees;
- General Assembly registration and exhibition fees as well as Abstract Processing Charges;
- Union activities (Executive office costs);
- Outreach, education, and other events and activities that the Union supports;
- Fellowships, grants, and the Roland Schlich travel support scheme.

## 2.5. Terms of Reference for elected Council members

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Union President

Tasks

The Union president is the chief elected officer of the Union, and as such shall:

- Represent, together with the vice-president, the Union as a whole in all internal and external matters;
- Preside all meetings of the Council, the Plenary, and the Executive Board, unless deputised;
- Follow-up closely the functioning and operations of the Union's entities;
- Cooperate closely with the Union's Office staff and with the Union's service provider Copernicus GmbH;
- Oversee and provide strategic steering to the Executive Board and the Council.

Requirements

- Have a thorough knowledge about the Union's structure and its functioning;
- Show corporate memory and sense;
- Handle the Union's affairs in a fair, equitable and transparent manner;
- Adhere to the ethical and philosophical principles of the Union as laid out in the code of conduct and ethical standards documents;
- Possess demonstrated leadership skills.

Assets

- Possess a good international network;
- Have experience in leadership (Council or committee membership) of the EGU;
- Have good communication and representation skills;
- Have the ability to express a strategic vision for the geosciences in a European context and beyond;
- Willingness to improve required skills through focused training.

## General Secretary

### Tasks

The general secretary is a member of the Executive Board, and as such shall:

- Assist the Union president in overseeing and providing strategic guidance for all activities of the Union;
- Attend meetings of the Council, the Plenary, and the Executive Board;
- Prepare (along with the Executive Board), and record the Council, Plenary and Executive Board Agendas;
- Cooperate closely with the Union's Office staff and with the Union's service provider Copernicus GmbH.

### Requirements

- Have a thorough knowledge about the Union's structure and its functioning;
- Show corporate memory and sense;
- Communicate transparently and fairly with all the Union's entities;
- Adhere to the ethical and philosophical principles of the Union as laid out in the code of conduct and ethical standards documents;
- Possess good communication, organisation and representation skills.

### Assets

- Have experience in leadership (Council or Committee membership) of the EGU;
- Possess a good international network;
- Willingness to improve required skills through focused training.

## Treasurer

### Tasks

The Treasurer chairs the Finance Committee and is, together with the members of the committee, responsible for overseeing the finances of the Union and for proposing the Union's annual budget to the Council.

### Requirements

- Have a thorough knowledge about the Union's structure and its functioning
- Show corporate memory and sense
- Follow-up closely the financial status and operations of the Union's entities

- Practice an equitable and transparent but strict financial discipline
- Communicate transparently with all the Union's entities
- Cooperate closely with the Union's Office staff, EGU tax adviser and lawyer and with the Union's service provider Copernicus GmbH
- Adhere to the ethical and philosophical principles of the Union
- Integrity and discretion are of paramount importance.

#### Assets

- Have experience in the management of a similar organization or appropriate equivalent
- Possess good knowledge about the general principles of NPOs and their functioning
- Show general knowledge about the financial market and its functioning
- Be aware of the basic principles about investments and their ethical aspects
- Be acquainted with the financial and fiscal rules as well as corporates in Germany and Bavaria
- Willing to follow or having followed (basic) financial management courses.

#### Division President

#### Tasks

The division president provides leadership for the management and administration of the scientific division, in collaboration with the deputy division president and division officers. The division president is a member of the EGU Council. They represent their community/division in the Council meetings and participate in the strategic development of the Union.

Division president's responsibilities include:

- Participating in Council meetings;
- Ensuring that the division covers all subjects of interest for the relevant community;
- Overseeing the structure of the relevant General Assemblies Programme Group (PG) in consultation with the relevant PG Chair (if applicable);
- Facilitating engagement from volunteers and the membership;
- Soliciting candidates for the various division officers roles and coordinating their activities;
- Soliciting nominations of candidates to vacancies on the Council for the elections;
- Soliciting nominations of candidates for the various awards and medals (relevant to the division and Union) and liaising with the awards and medals recipients, presenting their awards during the General Assemblies;
- Overseeing the discussions of the relevant medal committee(s) and maintaining its composition; they are an ex-officio member of the medal committee(s);
- Convening a division meeting during the course of the General Assembly, during which they report on the activities of the division, and providing a division meeting report to be uploaded in the division section of the EGU website;



- Liaising with the relevant Journal Editorial Board (if applicable);
- Moderating the relevant community mailing list to inform the members when and where appropriate;
- Assuring the online presence of the division together with the relevant division officers.

#### Requirements

- Adhere to the ethical and philosophical principles of the Union as laid out in the code of conduct and ethical standards;
- Have a good knowledge about the Union's structure and its functioning;
- Have demonstrated active involvement in EGU activities;
- Have the relevant scientific expertise for the Division they represent;
- Demonstrate the ability to work collaboratively.

#### Assets

- Possess a good international network;
- Willingness to improve required skills through focused training.

#### Union Representative of the Early Career Scientists (ECS)

- The candidate must be an early career scientist at the start of their term as Union-level ECS Representative, as per [the EGU definition](#) of early career scientist.
- The candidate has previous experience in community service for early career scientists.