

Executive Committee members

1. Overall purpose

The Executive Committee members are all jointly and severally responsible for the overall governance and strategic direction of the Association. This includes responsibility for BISA's financial health, the probity of its activities, and the development of the organisation's aims, objectives and goals in accordance with its Articles of Association, and relevant legal and regulatory guidelines.

2. Duties and responsibilities as a member of the Committee

- To ensure that the Association, and its representatives, act in accordance with all applicable legal and regulatory requirements
- To ensure that BISA acts in furtherance of its charitable objectives, continually striving for best practice in governance
- To ensure the Association applies its resources exclusively in pursuit of its objectives
- To take appropriate professional advice in all matters where there may be a material risk to the Association, or where the trustees may be in breach of their duties
- To contribute actively to the Committees' (i.e. the Executive Committee and any sub-committees) role in giving firm strategic direction to the Association, setting overall policy, defining goals and setting targets and evaluating performance
- To avoid any personal conflict of interest
- To safeguard the good name and values of the Association
- To manage and use the resources of the Association so as to optimise its potential
- To ensure that robust systems are in place to ensure the financial stability of the Association

- To actively contribute to committee discussions and workload regarding the activities and ongoing development of the Association
- To participate in tasks, consultation and deliberation processes, as requested by the officers
- To support measures accepted by the committee as and when these are put before a general meeting or wider membership
- To use one's further skills, abilities and experience for the benefit of the Association as appropriate
- To undergo induction upon appointment and to remain aware of one's duties and responsibilities as a trustee.

3. Qualities of Executive Committee members

- An established profile in the wider International Studies academic community
- Commitment to, and knowledge of, the work of the Association
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Willingness to devote the necessary time and effort, and to act as a trustee of the Association
- Willingness to attend the meetings and to contribute to the workload of both the full committee meetings and to an assigned sub-committee
- Ability to work effectively as a member of a team.

4. Time consideration

- The Executive Committee meets at least four times a year
- The following sub-committees are in place and have their own additional time commitments. All meet at least four times in year prior to the full meeting of the Executive Committee

- Governance

- Finance
- Research and Publications
- Learning, Teaching and Outreach
- Communications and Engagement
- Conference
- Membership

- In addition, ordinary trustees ought to be prepared to dedicate the equivalent of one working day per month over the course of the year to BISA responsibilities. Chairs of sub-committees will have a defined portfolio which should be added to this total.