

Charter of Membership Development Committee of INSOL Europe

The INSOL Europe Membership Development Committee has been established to stimulate the local visibility of INSOL Europe in each country, to increase our membership and facilitate the networking between INSOL Europe members. Flexibility and pragmatism should be paramount and each country dealt with on a case by case basis. The Membership Development Committee will be assisted in each country by one or two Country Coordinators. The Country Coordinators will liaise with their country's local association(s), fostering the relationship between such associations and INSOL Europe and raising and maintaining INSOL Europe's profile.

1. The Membership Development Committee will be managed by 3 Development Leaders whose responsibilities will be to actively coordinate the outreach project:

▪ Nomination of the Development Leaders:

- Candidates for the position of Development Leader will be proposed to the Council of INSOL Europe by the Executive of INSOL Europe;
- Candidates for the position of Development Leader must be a Member of the Council of INSOL Europe;
- The Executive of INSOL Europe nominates candidates for the role of Development Leader to the Council;
- The Development Leader role will run for three years;
- There will be 3 Development Leaders one for each of North & West, Southern and Eastern regions;
- One of the Development Leaders will be the Chair of the Group and have overall reporting responsibility to the Executive
- If any one of Development Leaders leaves the Council of INSOL Europe prior to the completion of the three year term, then the Development Leader will be requested by the Executive to step down as a Development Leader;

▪ Development Leaders' duties:

- The Development Leaders will work together to prepare a plan and budget annually for presentation to, with a view to approval by, the Executive;
- Each country in Europe has been allocated to one of those regions (see Appendix 1)
- The Development Leaders will work closely with the Country Coordinators' to help with plans, actions and needs within the scope of his/her Region ensuring it fits with the activities of INSOL Europe by maintaining contact with and reporting to the Executive;
- The Development Leaders will actively monitor the Country Coordinators' actions;
- The Development Leaders ensure that there is liaison with local Council Members in relation to the Membership Development Committee's activities;
- The Development Leaders will report formally to the Executive, twice a year, at least one month ahead of every Council Meeting, and additionally on request, on the status of the Region, the budget and how it has been utilized, and the appropriateness of the country representatives' plans and any result to date;

2. The Membership Development Committee will include, in each country represented by the membership of INSOL Europe, one or two **Country Coordinators**.

▪ Nomination of Country Coordinators:

- The Development Leaders or a Council Member or the Executive can propose candidates for the position of Country Coordinators;

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- The candidate for Country Coordinator must be a member of INSOL Europe at the time of the proposal to the Executive;
 - The Country Coordinators will be appointed by the Executive on behalf of Council;
 - The appointment as Country Coordinator will be for three years;
 - The Country Coordinator can be replaced at any time by the Executive either at the Development Leaders' request or at its own discretion;
- Country Coordinators' duties:
- The Country Coordinator will liaise with their country's local association(s), fostering the relationship between such associations and INSOL Europe and raising and maintaining INSOL Europe's profile;
 - The Country Coordinator will report to the Development Leaders by email on a monthly basis;
 - The Country Coordinator will prepare a plan for the membership development of INSOL Europe in his/her respective country, the plan will be updated annually;
 - The plan of the Country Coordinator will first be approved by the Development Leaders;
 - After the approval of the Development Leaders the plan will ultimately be approved by the Executive and can be implemented once approved by the Executive;
 - The Country Coordinator will liaise with any Council member in their country for encouragement, advice and support;
 - The Country Coordinator should follow the guidance of the Development Leaders in promoting INSOL Europe;
 - The Country Coordinator needs to be proactive in recruiting new local Members, in promoting the conferences of INSOL Europe etc.;
 - The Country Coordinator needs to be proactive in encouraging articles from local Members for Eurofenix;