



## **Role and Functions Advisory Board**

### ***Tasks and responsibilities***

- Safeguards and supports the mission of the EFPC;
- The task of the Advisory Board is to advise the association and its Executive Board on the vision, long term strategies and activities of the association, on request and on its own initiative.
- The Advisory Board will submit an annual summary report of its activities to the secretary, including a participation list. This report will be included in the report of the affairs of the association to the general meeting.
- The Advisory Board meets once a year in person at the EFPC annual conference and will convene at least one other meeting each year via a teleconference; these meetings are also attended by the Executive Board members.
- Individual Advisory Board members actively contribute to fulfilment of the mission and activities of the Forum. In particular they:
  1. Promote and represent the Forum and its objectives during their professional activities, whenever relevant.
  2. Encourage organisations and persons to become participants in the Forum;
  3. Contribute to developing activities of the Forum (agenda setting);
  4. Contribute to acquiring resources for the Forum (fundraising);
  5. Write or assess papers and make presentations to conferences, in agreement with the annual plan and with the secretariat.

### ***Composition and membership***

The Advisory Board is composed of a minimum of 5 members of the Association.

The members of the Advisory Board are appointed by the general assembly for 3 years, renewable; candidates for appointment are proposed by the Executive Board or by 5 other members at least 2 weeks before the general assembly during which the appointment is taking place.

The association may adopt regulations for the Advisory Board, based on a proposal from the Executive Board.

Advisory Board members are resident of a country of the WHO European region and are appointed on basis of their interest in and contributions to primary care, and their adherence to the objectives of the Forum.

Annually, Advisory Board members submit a written declaration, stating their intention to act as Executive Committee member for the following year and declaring their interests, in agreement with the "principles" of the Forum.

### ***Chair***

The Advisory Board is chaired by the president of the EFPC. The chairperson:

- Plans the Advisory Board meetings and sets the agenda, with the assistance of the secretariat.
- Chairs the Advisory Board meetings

*Practical arrangements*

- In addition to article 17.8 of the Statutes (Advisory Board members shall not receive any other remuneration for their Advisory Board work than a reimbursement for expenses):
- Travel and other expenses of members of the Executive and Advisory Boards to the conferences of the association will be reimbursed in as far as the financial means of the association allow for it; at the discretion of the Executive Board.
- Fees for attending the conferences of the association are waived for the members of both Boards.