



Role and Functions Executive Board

Tasks and responsibilities

- Safeguards and supports the mission of the EFPC.
- Provides general direction to the EFPC and its secretariat (coordinator and secretarial support), in terms of general strategic development and approval of general and annual plans, as prepared by the secretariat.
- Defines governance of the EFPC, including membership criteria and membership fees;
- Individual Executive 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

Is composed of 3-5 members; Board membership is by decision of the current Board, that decides by 2/3 majority.

Executive 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. There can be a maximum of 2 members per country.

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

Membership of the Executive Board

- Appointment of members is for a period of 3 years, with a prolongation of 2 times 3 years maximum.
- The rotation scheme of the membership of the Executive Board aims at gradual replacements, avoiding massive changes and facilitating fresh participation in the Executive Board. Decisions on rotation are based on availability and contributions of the members and proposed by the secretariat.

Chair

Among themselves, Executive Board members appoint a chairperson, each time for a period of 3 years with a prolongation of 2 times 3 years maximum. The chairperson:

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



- Chairs the *General Assembly (GA)* to ensure the alignment with the members of the EFPC

Practical arrangements

- Travel, accommodation and communication expenses for participation in Executive Board meetings) are provided for.
- Expenses for special assignments like representation of the Forum during events and conferences are reimbursed, if prior agreement with the secretariat.

Special advisors

The Executive Board can identify special advisors to support its' role in guiding the Forum. This function of temporary advisor will be for a fixed term and specific subject(s). The special advisor receives no compensation for travel, accommodation and communication expenses as he or she will mainly act from a distance.