Terms of Reference for SCAR President and Vice Presidents
Executive Summary

**Title:** Terms of Reference for SCAR Presidents and Vice-Presidents

**Authors:** SCAR Executive Committee

**Introduction/ Background:** A description of the responsibilities of Trustees (The President and Vice Presidents) are required by UK Charity law. The document also informs Members that may be considering a candidacy for the positions.

These Terms of Reference were originally presented at the 2011 Executive Committee Meeting and modified taking into account discussions held at this meeting.
Terms of Reference for SCAR Presidents and Vice-Presidents

Introduction
The SCAR Delegates elect an Executive Committee that is responsible for carrying out SCAR intersessional business. The Executive Committee comprises the President, four Vice-Presidents and the Past President. The SCAR Executive Director serves as a non-voting member of the Executive Committee. The term of appointment for the President and Vice Presidents is four years, with the immediate past-President serving for two years.

The Executive Committee meets immediately prior to and after the Delegates' Meetings and in the years the Delegates do not meet. The Executive Committee has authority to act on behalf of the Delegates. Since SCAR is also a charity, the Officers of the Executive Committee (minus the Executive Director) serve as the Trustees of the Charity, with the Executive Director serving as Company Secretary.

Responsibilities
The President and Vice Presidents should familiarize themselves with the SCAR Articles of Association, Rules of Procedure and Memorandum of Association (see http://www.scar.org/about/constitution/).

The Delegates’ and Executive Committee Meetings are chaired by the President, with the assistance of the SCAR Executive Director.

Each Vice-President has responsibility for an element of the SCAR mission, i.e. Science; Capacity Building, Education and Outreach; Finance; and Administrative and Constitutional Affairs.

- The Vice President for Science chairs the Delegates Committee on Scientific Affairs.
- The Vice President for Administrative and Constitutional Affairs chairs the Delegates Committee on Outreach and Administration.
- The Vice President for Finance chairs the SCAR Finance Committee
- The Vice President for Capacity Building, Education and Outreach chairs the Capacity Building Education and Training Committee.

Along with the SCAR Executive Director, the President and Vice Presidents represent SCAR at key meetings in order to further SCAR’s Mission, Vision and Goals. The Vice Presidents will sometimes be asked to stand in for the President when the President is not available.

It should be noted that a President or vice-President may not appoint an alternate or anyone to act on their behalf.

Commitment
The President and Vice Presidents are volunteers and it should be recognized that they have other responsibilities. However, it should also be recognized that becoming a Vice President, and in particular a SCAR President is not an honorary position and requires a commitment in both time and energy. Therefore Members wishing to become a President or Vice President should secure the support of their institution in order to be able to spend working time on SCAR matters. The SCAR Executive Director works closely with the President and Vice Presidents on many issues. Some items, such as the Notes from the President require time commitments as do representing SCAR at international meetings.

SCAR Support
SCAR funds may be used to support travel and associated costs to SCAR related meetings (at economy class fares) such as the Executive Committee meetings and, for the President, the Treaty Meeting.