EGCA Monthly Board Meetings

Terms of Reference

Approved by	EGCA Executive Board
Approval date	20/10/2026
Effective from	21/10/2026
Review date	11/10/2027

1. Purpose

The monthly Board meeting provides a regular forum for the Executive Board to discharge its responsibilities under the EGCA Statutes, oversee the association's activities, finances and administration, monitor delivery of the General Assembly's approved action plan and budget, and make properly authorised and recorded decisions. This includes oversight of matters referred by the Competition Committee or any other working group or committee established by the Board because they fall outside its delegated authority or have significant financial, legal, policy or reputational implications for EGCA.

These Terms of Reference govern the conduct of monthly Executive Board meetings. They do not replace or amend the EGCA Statutes. The Board may exercise only the powers given to it by the Statutes and decisions of the General Assembly, and any conflict between these Terms of Reference and the Statutes will be resolved in favour of the Statutes.

2. Objectives

- Maintain a shared understanding of EGCA's current priorities, commitments and emerging issues.
- Monitor delivery of agreed actions, identify barriers and agree any intervention required.
- Maintain oversight of forthcoming meetings, competitions, statutory deadlines and other key dates in the EGCA calendar.
- Ensure Board decisions are timely, transparent, properly authorised and accurately recorded.

Through these meetings, the Board will discharge and oversee the following statutory responsibilities:

- Implementing the action plan and budget approved by the General Assembly.
- Maintaining oversight of EGCA's activities and finances.
- Appointing officers and defining their duties.
- Appointing the Treasurer.
- Hiring and supervising employees.
- Preparing and convening the General Assembly.
- Considering membership applications and resignations.
- Establishing working groups and committees.

- Handling disciplinary matters.
- Approving competition regulations and organisers or formally delegating those functions.
- Appointing external representatives.
- Deciding on membership of other organisations.
- Communicating about EGCA's activities.

3. Membership

The Executive Board consists of the President and the members elected by the General Assembly in accordance with the EGCA Statutes. All Board members are expected to attend regularly and to advise the President or Secretary General if they are unable to attend.

Board members:

- Erkki Miinala, President
- Nerijus Montvydas, Vice President
- Stefan Stevanovic, Vice President
- Milos Ranitovic, Executive Director
- Emma Evans, Secretary General
- Susanna Halme, Club Representative
- Mantas Brazauskis, Club Representative
- Jesper Dahl, Club Representative
- Ali Genc, Club Representative

4. Chair and Secretariat

A. Chair

The President will chair the meeting. In the President's absence, the Vice-President may chair a discussion meeting, but no formal Board decisions may be taken because the statutory quorum requires the President to be present.

B. Secretariat

The Secretary General will coordinate the meeting agenda, review the EGCA inbox, maintain the action record, prepare and retain the minutes, and circulate meeting papers and approved records. The Treasurer will provide financial information and advice required for the Board's oversight of EGCA's finances.

5. Frequency, Duration and Format

- Frequency: Monthly.
- Target duration: 90 minutes.
- Format: Online, unless otherwise agreed.
- Meeting day and time: 2nd Tuesday of every month 17:30 UK time (GMT/BST).

The Chair may vary, cancel or extend a scheduled meeting where appropriate, provided that this does not prevent a meeting being convened when at least three Board members request one in

writing in accordance with the EGCA Statutes. An additional meeting may be arranged where substantive or urgent discussion is required.

Meetings will be convened by the President or, in the President's absence, by the Vice-President. A meeting must also be convened when at least three Board members request one in writing, in accordance with the EGCA Statutes.

6. Quorum

An Executive Board meeting is quorate when the President and at least half of the Board members are present, in accordance with the EGCA Statutes.

If the meeting is not quorate, members may still exchange updates and discuss business, but no formal Board decisions will be taken. Any decision required must be deferred to a quorate Executive Board meeting.

At the start of each meeting, members must declare any existing or potential conflict of interest relating to the agenda. A conflicted member must not participate in the discussion or decision on that matter. The declaration, the member's withdrawal and any effect on the Board's ability to make a valid decision must be recorded in the minutes. A Board member who took part in a Competition Committee decision must not participate in any Board review, appeal or related decision on the same matter.

7. Decision-making

The Board will aim to reach decisions by consensus. Where consensus cannot be reached, decisions will be made by a simple majority of votes in accordance with the EGCA Statutes. In the event of a tie, the President's vote will decide.

The meeting record should clearly distinguish between decisions, actions, matters noted and items requiring further discussion.

Any delegation by the Board to an officer, working group or committee must be formally approved and recorded. The decision must define the delegated function, the limits of the authority, reporting and escalation requirements, the period for which the delegation applies and how it may be amended or withdrawn. Matters outside the delegation, or with significant financial, legal, policy or reputational implications for EGCA, must be referred to the Board. The Board remains accountable for oversight of the delegated function.

8. Standing Agenda

The following items will form the standing agenda for each monthly meeting:

Item	Standing agenda item	Lead
1	Welcome, apologies and confirmation of quorum	Chair
2	Declarations of interest and confirmation of any required recusals	Chair
3	Approval of the meeting agenda	Chair
4	Approval of minutes of the previous meeting	Chair
5	President's update and priorities	Chair
6	Administrative Matters	Secretary General
7	EGCA Finances	Treasurer
8	EGCA competition activities	Chair
9	Review of outstanding actions	Secretary General
10	Any other business	Chair
11	Confirmation of decisions, new actions and next meeting	Chair

9. Additional Agenda Items

Board members should send proposed additional agenda items and supporting papers to the Secretary General at least seven days before the meeting wherever practicable. Later items may be accepted by the Chair where they are urgent and sufficient information is available for the Board to make an informed decision. Any Other Business should not be used for significant decisions unless all eligible Board members have received adequate notice and supporting information.

10. Actions and Meeting Record

The Secretary General will prepare and retain minutes of each meeting recording attendance and apologies, declarations of interest and recusals, whether the meeting was quorate, the matters considered, decisions made, voting outcomes where applicable, actions agreed, action owners and target dates. Draft minutes will be circulated to Board members and submitted for approval at the next quorate meeting.

The minutes must clearly distinguish between matters noted, decisions made, voting outcomes, actions agreed and items deferred for further consideration. The action record will be reviewed at each monthly meeting, and all Board decisions and approved delegations must be retained in the minutes or an associated Board decision record.

11. Confidentiality and Conduct

Board members must handle confidential, personal and commercially sensitive information appropriately, comply with the EGCA Code of Conduct and act in the overall interests of EGCA. Members must not disclose confidential information, conceal a conflict of interest or participate in a decision where a conflict exists.

Once approved, the minutes will be signed or otherwise confirmed by the Chair and retained in EGCA's official records. Decisions and actions will be communicated promptly to the people responsible for implementing them. Confidential material will be shared only with those authorised to receive it.

12. Review of These Terms of Reference

These Terms of Reference will be reviewed annually and immediately following any amendment to the EGCA Statutes or any material change to the Board's structure, responsibilities, delegations or meeting arrangements. Amendments must be approved by the Executive Board, recorded in the minutes and reflected in the document control information. They must remain consistent with the EGCA Statutes and decisions of the General Assembly.