

Board Responsibilities

All elected officers are volunteers and their positions are honorary. Together, they have a joint responsibility for and are accountable to:

- Parkinson's Europe members for the management of the organisation;
- promote and enhance the ethos of Parkinson's Europe.

The President

Parkinson's Europe President must have been an existing Board member for at least two years including one observatory year and one elected year in order to be appointed. He/she is responsible for:

- collaborating with the Director General to enable and ensure that the strategic direction, agreed by the Board, continues to enhance Parkinson's Europe ethos;
- being a member of Parkinson's Europe Executive Committee;
- enabling Parkinson's Europe members to be represented and able to participate in the organisation's work programme, should they wish;
- chairing the Annual General Assembly;
- representing Parkinson's Europe, together with the Director General and other Team members, at relevant major European and international events.

The Vice-President

Parkinson's Europe Vice-President must have been an existing Board member for at least two years including one observatory year and one elected year in order to be appointed. He/she is responsible for:

- deputising during the President's absence with regards to Parkinson's Europe activities (as listed above);
- enabling all Board members to fulfil their roles in supporting the Team;
- being a member of Parkinson's Europe Executive Committee.

The Treasurer

Parkinson's Europe Treasurer must have been an existing Board member for at least two years including one observatory year and one elected year in order to be appointed. He/she is responsible for:

- ensuring that the end of year financial accounts are audited by Parkinson's Europe approved Accountant;
- ensuring that the final annual audited accounts are shared with and authorised by the elected Board members;
- ensuring that the authorised audited annual accounts are shared with Parkinson's Europe membership for their authorisation and approval at the AGM which needs to be held at the latest on 30 June each year;
- ensuring that Parkinson's Europe Membership receives the audited annual accounts in accordance with the Statutes timeline to enable them to raise, in writing, any queries that they may have so that these can be resolved prior to the Annual General Assembly;
- supporting the Director General and Parkinson's Europe's Finance Manager to present the previous year's audited accounts, the current year's budget and the current financial position to the General Assembly.

Parkinson's Europe's Executive Committee

The Executive Committee (EXCOM) is made up of the President, Vice-President, Treasurer and Director General (DG). They will meet as and when the Committee believes it is necessary. The purpose of their meetings is to:

- provide support and guidance to the DG and the Team;
- review any political and sensitive issues before presenting them for discussion to the full Board;
- review the Treasurer's report before it is circulated to the Board and to the General Assembly;
- offer advice in relation to streamlining workload as and when necessary, given the limited number and time of Board meetings.
- It should be noted that the EXCOM provides guidance and support and is in no way a decision-making body – the Parkinson's Europe Board is the decision-making body.