



HOSTING THE 2017 EURODIACONIA ANNUAL GENERAL MEETING

February 2016

Dear Friends

With this letter I would like to invite members of Eurodiaconia to offer to host the 2017 Annual General Meeting (AGM). The AGM is the event that each year brings together the members of Eurodiaconia in common session to discuss our statutory business but also to network, develop new ideas and partnerships and address areas of mutual interest. It is a key internal development event but also a possibility to showcase the work of our various members to external guests.

Hosting an AGM should not be a burden for members but an opportunity to show your work and welcome other diaconal organizations to see what you do. At the same time, it is an opportunity to bring a flavor of your organization to Eurodiaconia.

In 2017 the AGM should take place as usual in early June and normally takes place over three days, ideally Wednesday lunchtime to Friday lunchtime. Exact dates will be agreed between Eurodiaconia and the host organization.

The membership of Eurodiaconia has benefitted from experiencing AGM's in many different parts of Europe in recent years and to encourage good regional representivity the Supervisory Board would particularly welcome prospective hosts from the Nordic countries. The last time an AGM was held in northern Europe was in 2009 in Sweden.

Where there is more than one member in a particular country any possibilities for co-operation among members in that country would be welcomed.

Prospective hosts should carefully read the attached guidelines and decide if they could host the AGM or not.

If your organization would like to host the 2017 AGM please contact me directly by 20 March 2016 so that a decision could be taken at the next Supervisory Board meeting in April 2016.

If you have any questions about this request please do not hesitate to contact me for further information.

With kind regards

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Eurodiaconia is supported under the European Community Programme for Employment and Social Innovation (E@SI) (2013 - 2017). Views expressed do not necessarily reflect those of the European Commission.

Eurodiaconia is a federation of organisations, institutions and churches providing social and health services and education on a Christian value base throughout Europe. Eurodiaconia is registered as an AISBL in Belgium.



Guidelines for a Eurodiaconia Annual General Meeting

The Annual General Meeting of Eurodiaconia is the highest decision making body of Eurodiaconia. All members of Eurodiaconia are invited to attend and participate in setting the direction of the organization for the coming year. The AGM is also where the business of the Association is carried out- elections to the board, approval of budgets etc. The statutes of Eurodiaconia give the following instruction as regards the Annual General Meeting:

The General Meeting

Article 10 The General Meeting: Composition

- 10.1** The General Meeting shall be composed of all the members of the Association.
10.2 Each member has one voting right.
10.3 The General Meeting is chaired by the chairman of the Supervisory Board.

Article 11 The General Meeting: Convention

11.1 The members of the Association shall meet in ordinary General Meeting at least once a year. The General Meeting shall also meet whenever the Supervisory Board considers that it is needed or at the request of half of the members of the Association. These requests shall be submitted to the Supervisory Board.

11.2 The General Meeting shall convene at the location indicated in the notice of meeting. This notice shall be sent by the Secretary General, by letter, fax or e-mail four weeks before the General Meeting and shall include the agenda.

11.3 The General Meeting may only deliberate if the members present represent at least fifty percent plus one of the total number of votes as determined in Article 10.2. If this quorum is not reached, a new Meeting shall be convened, in accordance with Article 11.2, which shall validly deliberate regardless of the number of members present.

The decisions of the General Meeting shall be taken by a simple majority of the votes present.

11.4 When decisions concern the following questions for which 2/3 of all voting rights shall be required to pass the resolution:

- amendment to the Statutes;
- the exclusion of any members; and
- the winding up of the Association.

Abstention shall not be taken into account in the vote. Voting shall be by secret ballots.

11.5 Statutory changes shall enter into force only following their approval by the competent authority according to Article 50 §3 of the Law of 27 June 1921 and their publication in the appendices to the "*Moniteur belge*" according to Article 51 §3 of the Law of 27 June 1921.

11.6 The decisions of the General Meeting will be kept by the Secretary General in the minutes register, kept in the Association's headquarters or any other location approved by the Supervisory Board.

11.7 All members shall be informed of the decisions taken by the General Meeting by post, fax or email.

11.8 No matter may be taken decision on which is not included in the agenda.

Article 12 The General Meeting: Powers and responsibilities

The General Meeting shall hold all powers, in particular it shall be exclusively competent to:

- approve the annual accounts and determine the Association's budget on a proposal from the Supervisory Board ;
- set the amount of the annual membership fee and the special contribution of the members on a proposal from the Supervisory Board ;
- accept the strategic plan on a proposal by the Supervisory Board and the Secretary General;
- elect, dismiss the members of the Supervisory Board and grant the discharge from their duties;
- nominate an election committee
- amend the Statutes on a proposal of the Supervisory Board;
- exclude any members; and
- wind up the Association.



The purpose of these guidelines is to give guidance as to the expectations of the hosting organization and to give clarity as to the responsibilities of different parts of the AGM as well as gather in one place the procedures for various parts of the AGM as well as a check list and time frame for planning an AGM. Part 1 is orientated towards the Hosting Organisation.

PART 1 – Hosting a Eurodiaconia Annual General Meeting

Hosting an AGM is an undertaking for any organization and resources, particularly human, need to be available from the prospective hosts to be able to plan, execute and evaluate an AGM. However, hosting an AGM should not be a burden to a Member Organization and as such these guidelines serve to give a clear indication of what the expectations are of a prospective host.

Call for Hosting an Annual General Meeting

So as to ensure maximum transparency and opportunity for all members of Eurodiaconia to host an Annual General Meeting an open call shall be sent to all members inviting candidatures for hosting the AGM. This should be done in the January of the year prior to the year of the proposed AGM - e.g. if the AGM is to take place in 2013 then the call for prospective hosts should be sent to members no later than January 31st 2012.

The Call for Hosts should contain a checklist of requirements for each AGM, an indication of possible budgets and ideal fees and a questionnaire to be completed by each prospective host. The questionnaire should be returned to the Secretary General by the end of March.

The Secretary General will summarize all proposals received, gather additional information or clarification as needed and present all proposals to the April Meeting of the Eurodiaconia Supervisory Board. The Board will then consider all the proposals and take a decision on the hosting organization.

The Secretary General will then inform the successful organization and confirm dates and venue in time for information to be given to members at the time of the next AGM.

Responsibilities of Hosting Organisation

Venue

The Hosting Organisation must identify a suitable venue for the AGM. The AGM is normally held over three days. The venue should include the following:

- One plenary hall, suitable for 50 – 60 persons in either theatre, classroom or banquet style seating
- Working Space for up to four working groups at any one time,
- An area for displays of materials and information

All of these spaces should be available from 8 am – 6 pm on each day of the AGM unless other arrangements are made by the Secretariat.

Where ever possible, a room should be available for meetings and secretariat preparation for the whole duration of the AGM.

Additionally, a room should be available for the Supervisory Board to meet prior to the opening of the AGM and after the closing of the AGM.

Where ever possible, all venues should be accessible to persons of reduced mobility.

Facilities should be available in the plenary hall for audio visual presentations including projection equipment and amplification. If required, the plenary hall should be suitable for the installation of interpretation equipment.



The proposed venue should be located near to public transport and be within easy reach of hotels and other facilities.

A variety of accommodation should be proposed by the Host Organisation if accommodation is not available at the conference venue or where various prices of accommodation are preferred. Due to the varying situations of Eurodiaconia members it is suggested that at least three options of accommodation are available ranging from 40 – 60 Euros; 60 – 80 Euros and 80 Euros plus (guideline only and dependent on local situation in host country). Delegates are responsible for booking their own accommodation however it may be prudent to be able to block book rooms in an appropriate hotel which can then be released to Eurodiaconia delegates using a special code.

The following meals should be provided:

- Day 1 lunch (sandwiches etc or cultural equivalent)
Afternoon tea/coffee and biscuits/fruit
Evening meal – minimum 2 hot courses plus 1 – 2 glasses of wine/water per person. Buffet style is acceptable.
- Day 2 Morning Coffee/tea and biscuits/cake
lunch (sandwiches etc or cultural equivalent)
Afternoon tea/coffee and biscuits/fruit
Evening meal – minimum 2 hot courses plus 1 – 2 glasses of wine/water per person. Buffet style is acceptable.
- Day 3 Morning Coffee/tea and biscuits/cake
Lunch (sandwiches etc or cultural equivalent)

It is assumed that breakfast will be provided at the accommodation.

Water should be available in the conference rooms at all times.

Possibilities for printing, photocopying and internet access (preferably Wireless) should be available in the AGM venue.

Additional Responsibilities

Opening Act of Worship and daily devotions

The Host Organisation is responsible for an opening service to dedicate the meeting to God. Such a service should include prayer, music and a relevant message/sermon for the AGM. This service is normally led by members of the Hosting Organisation or related Church and normally included words of welcome from the Hosting Organisation and/or related Church as appropriate. This service should last no more than 30 minutes and will be the first programme item of the AGM

The Host Organisation is also requested to present two short morning devotions for days 2 and 3 of the conference,

Travel Information

The Host Organisation should provide information on travel from airports and train stations to the AGM venue, the hotels proposed and between the hotels proposed and the AGM venue. A contact number of delegates to reach a host representative on the opening day of the conference is also required.



If needed, the host organization is responsible for providing the necessary documentation for Visa's.

Finance

Although Eurodiaconia holds responsibility for the total AGM Budget, it is the responsibility of the Host to ensure costs for their responsibilities are possible in the event budget. Indications of prices must be given at the time of presenting a candidature for hosting an AGM and these will then be revisited if an offer to host has been accepted. If the Host wishes to offer to pay for one meal or other cost of the AGM then this should be indicated in the proposal for hosting however this is not obligatory but is welcomed. All costs must be approved by the Eurodiaconia Secretary General before any contract is entered into.

Guests

The Host Organisation may wish to invite particular partners or dignitaries to the AGM. This is very much welcomed however the invitation should ideally be co-signed by Eurodiaconia.

Communications and PR

The Host Organisation is responsible, where possible and appropriate, to invite journalists and other media to report on the AGM. No statements may be issued on behalf of Eurodiaconia without the approval of the Secretary General.

Planning and Co-ordination

The Host Organisation should appoint one person to be the main contact person with the Eurodiaconia secretariat and as much as possible communication should flow between the Secretary General of Eurodiaconia and the named contact person of the Host Organisation. During the AGM at least one representative of the Host Organisation should be on hand at all times to deal with any arising issues at the AGM and to assist delegates.

At least one planning meeting should be held between the hosts and the Secretary General to visit the venue, agree budget and decide other issues. Ideally this should be held in January of the year of the AGM.

Entertainment

The Host Organisation is welcome to propose cultural entertainment for at least one evening where possible. This could be traditional music, dancing etc or a trip to cultural landmarks.

Visits to Host Organizations Projects

Where the programme of the conference allows for it, visits to diaconal projects would be most welcomed. Discussion on who best to do this will take place at the planning meeting.

It should be noted that the programme of the event is the responsibility of the Eurodiaconia Supervisory Board and they are assisted by the secretariat in its planning.