

EuroChoices Advisory Board Charter

Authority

1. Full decision-making authority for EuroChoices has been delegated to the Advisory Board by the Executive Committees of the AES and the EAAEP Foundation (on behalf of the EAAE).
2. The AES and EAAEP are to be kept informed of EuroChoices activities through reports to the respective Executive Committees or Boards, on at least an annual basis.

Membership

3. The Advisory Board shall comprise a Chair, Secretary, ordinary members and co-opted members.
4. Any member of the AES or EAAE is eligible for service on the Advisory Board.
5. Membership is for a three-year term, but can be extended for further periods of three years.
6. Ordinary members shall be appointed by the Executive Committee of the AES and the EAAEP Board. A reasonable numerical balance in Advisory Board membership shall be maintained between AES and EAAEP appointees, unless one of the organisations is satisfied with a smaller delegation.
7. The Advisory Board can co-opt members from external organisations to serve for a three year term. Such members are eligible to serve further terms.
8. The Chief Editor of EuroChoices shall participate as a co-opted member of the Advisory Board.
9. Co-opted appointments (other than the Chief Editor) must be approved by the Executive Committee of the AES or EAAEP Board, as appropriate.
10. Co-opted members do not have voting rights.

Functions and Responsibilities

11. The Advisory Board (in conjunction with the Chief Editor) shall determine the overall strategic aims and objectives of the periodical.
12. The Advisory Board shall actively assist the editorial team with solicitation and peer review of submissions.
13. The Advisory Board shall promote EuroChoices and work actively to achieve the financial sustainability of the periodical.
14. The Advisory Board shall monitor and control EuroChoices activities by:
 - a. discussion of work-in-progress
 - b. approval of reports
 - c. scrutiny and approval of accounts
15. The Advisory Board shall supervise and actively participate in the dissemination of EuroChoices.
16. The Advisory Board shall assist the AES Executive Committee and EAAEP Board in the selection of a Chief Editor by:
 - a. drawing up a profile for the vacancy and issue a call for applications
 - b. appointing one AES and one EAAEP member to represent the Advisory Board in discussions with the AES Executive and EAAEP Board on appointment matters
 - c. drawing up a short list of candidates that ranks candidates in order of preference for appointment by the Advisory Board, the AES Executive and the EAAEP Board.
17. The Advisory Board will assist the Chief Editor in (re-)appointing co-editors.

Meetings

18. The Advisory Board will on a regular basis, and at least once in any 12 month period.
19. A record of discussions at the meeting will be kept and minutes of the meeting circulated to the Advisory Board.

