



UKELA EXECUTIVE COMMITTEE

UKELA's Council can nominate members of the Executive Committee as it sees fit. They are chosen annually at the meeting following the AGM and would normally include the chair, vice-chair and treasurer. All members will be notified of meetings and a meeting can take place with a quorum of two. An individual trustee's membership of the Executive Committee will be subject to review after the first 6 months in post.

At least one of the Chair, Vice-Chair or Treasurer must be present at every Executive Committee meeting in order for decisions to be made. The Executive Director would normally join the meeting. A meeting can be by phone or video-link as well as in person. There is a reserved place for the most immediate past Chair, should they wish to take it up.

The Role of the Executive Committee is not set out specifically in the charity's constitution. Council can delegate any of its powers and the implementation of any of its resolutions to any committee including financial matters. The main functions of UKELA's Executive Committee are:

- To advise the Council on the annual work programme and budget
- To authorise expenditure, provision for which has been made in the annual budget approved by the Council
- To monitor income and expenditure and take any steps necessary to manage this for the benefit of UKELA
- To advise the Council on the appropriate means of delivering the work programme and the procurement of specialist services within the approved budget
- To act as a filter by considering detailed matters for Council
- To arrange for the appointment of contractors and specialist services
- Generally, to steer the work of the Executive Director, to monitor progress and delivery of targets agreed between them and the EC
- To approve any publicity carried out on behalf of UKELA
- To deal with any urgent matters

The Executive Committee meets approximately three weeks before Council meetings and at other times as necessary to manage the business of the organisation.

UK Environmental Law Association: better law for the environment

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