

European Forest Institute

Enclosure 1: Rules to the appointment of EFI Members' Auditor and Deputy Members' Auditor appointed by the Conference

Overview

The Conference will appoint a Members' Auditor and a Deputy Members' Auditor to hold the office for two years, starting with the upcoming annual accounts. After the two years, the Deputy Members' Auditor shall assume the position of the Member's Auditor for the subsequent two years, and a new Deputy Member's Auditor will be appointed by the Conference.

Process of nomination and appointment

- 1) The Member's Auditor and the Deputy Members' Auditor are appointed for two financial periods.

When the Members' Auditors position becomes vacant, the position shall be assumed by the Deputy Members' Auditor. Following this the Conference shall elect a Deputy Member's Auditor.

The Conference shall appoint a Deputy Members' Auditor when the position becomes vacant.

Unless called for by extraordinary circumstances, any appointment of a Deputy Members' Auditor shall be done at a plenary session of the Conference.

- 2) Should the Members' Auditor position become vacant at the same time as the position of Deputy Members' Auditor being vacant, both positions shall be appointed following the procedures in these rules. The preparatory work in the process of nominating candidates for the Conference's consideration is undertaken by the Board: An invitation to nominate one or more persons to serve as Members' Auditors is at the initiative of the Board sent to all Associate Members.
- 3) Nominations shall be addressed to the Board and submitted to the Director and shall, to be considered eligible, include:
 - A curriculum vitae (CV) of not more than one page
 - A statement of not more than one page clarifying the experience relevant to being a Members' Auditor
 - Letters of support of at least two Associate Members

EFI staff members may not be nominated or appointed as Members' Auditors.

- 4) The Board will review the nominations to ensure that the candidates are eligible for appointment.
- 5) The Board shall issue a statement on the eligibility of the candidates, on the profile and competence important to consider in appointing Members' Auditors, and the suitability of the eligible candidates in this respect.
- 6) The Board statement, the CV, as well as the letters of support for each eligible candidate, shall be included in the Conference material sent to the Associate Members.
- 7) Each Associate Member shall indicate an eligible candidate to be appointed.
- 8) A decision on the appointment of the candidate preferred by most Associate Members is put to vote.