



**GUIDELINES FOR THE ROLES AND  
RESPONSIBILITIES OF EACH BOARD  
MEMBER**

**2016**

## HISTORY OF THE EANN

In September 1975, the European Association of Neurosurgical Societies (EANS) held its quadrennial Congress in Oxford, England, to which neurosurgical nurses from Europe were invited.

During that congress, nurses from several countries met to explore the possibility of forming a European Association of Neurosurgical Nurses. A steering committee was set up and meet annually in different European cities.

After 4 years of preparation the E.A.N.N was founded in July 1979 at its inaugural Congress in Paris, France.

The founder countries were Belgium, Germany, Italy, The Netherlands, Norway, Spain, Sweden, Switzerland and the United Kingdom.

- 1980 : The E.A.N.N Operating Theatre Nurses Subcommittee and the E.A.N.N Education and Training Subcommittee were founded. A bibliography was also set up.
- 1982 : First edition of Euro Neuro News.
- 1983 : 2nd European Congress in Brussels, Belgium.
- 1985 : E.A.N.N membership extended to Neuromedical Nurses.  
E.A.N.N becomes the European Association of Neuroscience Nurses.
- 1986 : The E.A.N.N Research Scholarship and the E.A.N.N Operating Theatre Nurses Travel Scholarship was launched.
- 1987 : 3rd European Congress in London, England.
- 1991 : 4th European Congress in Zurich, Switzerland.
- 1995 : 5th European Congress in Uppsala.
- 1995 : 6th European Congress in Rome, Italy marked the event of the 20th Anniversary of the E.A.N.N
- 2003 : 7th European Congress will be in Copenhagen, Denmark.
- 2007 : 8th European Congress in Reykjavik, Iceland.
- 2011 : 9th European Congress in Blankenburch, Belgium.
- 2015 : 10th European Congress in Belgrade, Serbia.

## Role of President

1. Represents the EANN on an international level in all nursing, medical and para-medical spheres.
  - a. Acts as a spokesman, promoting its ideals, aims and projects whenever the opportunity arises.
2. Establishes a liaison with other societies and individuals in order to broaden the scope of EANN and to benefit its development.
3. Co-ordinates the duties and responsibilities of the Board of Directors and encourages and supports them in realising their aims.
4. Prepares, with the secretary, the agenda for the meetings of the Executive Committee and the Board of Directors.
5. Chairs meetings of Executive Committee and Board of Directors.
6. Writes a report for presentation at each committee meeting to reflect on the years activity and includes an activity and budget plan for the next year.
7. Provides the secretary with a copy of the report to be circulated to the Board of Directors with the meeting agenda one month before the meeting.

## Role of Vice President

1. Provides supportive assistance to the President.
  - a. Relieves him/her of responsibilities and duties as required.
  - b. Deputises when the president is not available.
  
2. Represents the Board of Directors on the scientific programme committee for any congress the EANN may hold.
  - a. Assists in ensuring that the programme is well-balanced and of a high standard.
  - b. Reports at regular intervals to the Board of Directors.
  
3. Co-ordinates election of executive officers. Informs the Board of Directors, one year in advance (where possible), of forthcoming elections.
  - a. Assists national representatives in encouraging members to candidate for office.
  - b. Acts as receiver of nominations. Ensures that application formalities of each nominee are complete according to constitution and circulates a copy of each nominees completed application to every member of the Board of Directors before the meeting.
  - c. Organises a postal vote when necessary.
  
4. Is editor of the Newsletter and should act in accordance with the guidelines of the Newsletter.
  
5. Writes a report for presentation at each Board of Directors meeting to reflect on the past years activity and include an activity and budget plan for the next year.
  
6. Provides the secretary with a copy of the report to be circulated to the Board of Directors with the meeting agenda one month before the meeting.

## Role of Treasurer

1. Collects subscriptions from member countries and individual members.
  - a) Subscriptions for the current year are due between January and March.  
Sends reminder to national representative in January each year.
  - b) Keep a register of membership:-
    - National Societies: number of members, names and addresses of honorary officers.
    - Individual Members: names and addresses.
2. Sends out subscription payment list with the final agenda to remind members of payment.
3. Invests funds to the best advantage of EANN.
4. Pays expenses incurred by EANN.
  - a. Is authorised to sign cheques on behalf of EANN.
  - b. Pays travel expenses and accommodation expenses of executive officers for attendance at EANN Board of Directors meeting and EANN Congress.
  - c. Registration fees for committee attending the congress are paid by EANN account, exclusive of meals and social activities (April, 1990).
5. Presents a statement of accounts annually to the Board of Directors.
  - a. Accounts to be audited annually.
6. Prepares an annual budget for the EANN and for any other EANN projects with separate funds after receiving activity and budget plans from the executive officers 2 weeks before the annual Board of Directors meeting.
7. Advises the Board of Directors on financial implications of any project it wishes to undertake.
8. Advises and co-ordinates the raising of any finances needed by the EANN.
9. Writes a report for presentation at each Board of Directors meeting to reflect on the years activity and includes an activity and budget plan for the next year and provides secretary with a copy of report to be circulated with final agenda.

## Role of Secretary

1. Provides support and assistance to the Executive Committee and the national representatives in the execution of their duties and tasks.
2. Organises the annual meeting of the Board of Directors. Works with the President to prepare the agenda.
  - a) Sends invitation with draft agenda for approval, to each member of the Board of Directors at least 3 months before the meeting with start and finishing times of the meeting.
  - b) Sends final agenda and other pertinent documentation no less than 2 weeks before the meeting.
  - c) Writes and circulates minutes of the meeting.
3. Keeps a master file of EANN correspondence.
4. Writes a report for presentation at each Board of Directors meeting to reflect on the year's activity and includes an activity and budget plan for the next year.
5. Circulates copy of report with final agenda.
6. Is responsible for updating the Members handbook.

### **ARCHIVES**

The secretary is responsible for maintaining and storing the archives.

All members are responsible for ensuring that the Secretary is provided with copies or original of any of the following activities:-

- Members of the Board of Directors throughout time, including Executive Officers (secretary's records).
- Board of Directors meetings (secretary's records).
- Important EANN business taken care of by any members.
- Changes in Constitution (secretary's records).
- Important events. Including dates, places, attendants, photographs i.e. Congress proceedings.

Executive officers are responsible for passing on relevant information and documentation directly to their successors. Any other information which is no longer requires but may be of historical interest should be sent to the secretary.

## **Role Of The National Representative**

### **1. Responsibilities to National Associations**

- a) Acts as a spokesperson for his/her National Association's interest at The EANN Board of Directors meetings.
- b) Presents a report of the activities of his/her National Association to the EANN Board of Directors both verbally and in writing.
- c) Adds any items to the agenda of the Board of Directors meeting as Required by his/her National Association.
- d) Attends the annual EANN Board of Directors meeting and if unable, provides for a deputy.
- e) Represents the interests of his/her National Association within the EANN.
- f) Maintains close contact with the President/Chairman of his/her National Association.
- g) Gathers relevant information and opinions from the Board of his/her National Association which may be helpful to the activities of the EANN.
- i) Gives useful addresses of nurses within his/her National Association which may be helpful to the activities of the EANN.
- ii)

### **2 Responsibilities to the EANN**

- a) Acts as a spokesperson for the EANN's activities to his/her National Association.
- b) Presents a report of the EANN Board of Directors meetings to his/her National Association both verbally and in writing.
- c) Adds any items to the agenda of his/her National Associations Board meetings as requires by the EANN.
- d) Attends the Board of Directors meetings of his/her Association.
- e) Represents the interests of the EANN within his/her country and, if required, will contact the Executive Officers for aid or consultation.
- f) Promotes the EANN wherever possible i.e. at congresses.

- g) Undertakes the tasks outlined in item 5 of the guidelines for the EANN Newsletter.
- h) Is responsible for the correct payment of the annual fees requested by the treasurer.
- i) Encourages the sharing of useful information/contacts amongst the National Associations.
- j) Seeks nominees from his own National Association for EANN Executive Office Elections.
- k) Answers any requests made by any member of the Board of Directors or the Executive Officers of the EANN.
- l) Provides copies of all official material to the Secretary of the EANN.



## HONORARY OFFICERS

**1979**

CHAIRMAN	Chris Sampson
VICE-CHAIRMAN	Meeri Jigstrom
SECRETARY	Phylis Holt
TREASURER	Liselotte Nörenberg

**1985**

CHAIRMAN	Chris Eberhardie-Sampson
VICE-CHAIRMAN	Herman Ubachs
SECRETARY	Dianne Yasargil
TREASURER	Kate Newlands

**1987**

CHAIRMAN	Dianne Yasargil
VICE-CHAIRMAN	Herman Ubachs
SECRETARY	Eva Bjornsborg
TREASURER	Kate Newlands

**1991**

CHAIRMAN	Herman Ubach
VICE-CHAIRMAN	Anne-Marie Groggaard
SECRETARY	Eva Bjornsborg
TREASURER	Kate Newlands

**1995**

CHAIRMAN	Anne Marie Grøgaard
VICE-CHAIRMAN	Ed Baton
SECRETARY	Eva Bjornsborg
TREASURER	Winnie Depaepe

**2000**

CHAIRMAN	Elizabeth Preston
VICE-CHAIRMAN	Lesley Pemberton
SECRETARY	Ansley McGibbon
TREASURER	Winnie Depaepe

**2005**

CHAIRMAN	Paul VanKeeten
VICE-CHAIRMAN	Fabio Barbarigo
SECRETARY	Ann-Cathrin Jönsson
TREASURER	Winnie Depaepe

**2011**

CHAIRMAN	Paul VanKeeten
VICE-CHAIRMAN	Ingrid Poulson
SECRETARY	Catheryne Waterhouse
TREASURER	Andre Houtman

**2016**

CHAIRMAN  
VICE-CHAIRMAN  
SECRETARY  
TREASURER

Neal Cook  
Ingrid Poulson  
Catheryne Waterhouse  
Andre Houtman