

APPENDIX 5

BYE-LAWS TO ARTICLE 47 – DUTIES OF THE COUNCIL MEMBERS

Duties of the President

The President of FISA:

1. *Leads and represents FISA;*
2. *Chairs the Congresses, Council and Executive Committee meetings, Joint Commissions Meetings, and other meetings, where appropriate, and which are organised within FISA or by FISA. In the absence of the President meetings are chaired by the nominee of the President;*
3. *Defines the policies to be followed by FISA in co-operation with the Council and the Congress;*
4. *Suggests initiatives to promote FISA's goals, delegates tasks to members of the Executive Committee, the Council, Commissions and working groups, in addition to those outlined in the Statutes and Bye-Laws, and encourages the member federations to be active contributors to the advancement of rowing;*
5. *Submits a report to the Ordinary Congress each year; and*
6. *May make necessary decisions in urgent circumstances, if it is not possible to consult the relevant parties within FISA. Such decisions shall be deemed to be decisions of the Council for the purposes of Art. 33.*

Duties of the Vice President

The Vice President of FISA:

1. *Carries out such duties as are delegated by the President;*
2. *Is responsible for representing FISA when the President is unable to do so, or when requested by the Executive Committee;*
3. *Works on special assignments and working groups when requested to do so by the Executive Committee or the Council. These assignments or working groups may concern the internal affairs of FISA or FISA's relations with other bodies;*
4. *Oversees the work of the Development Programme; and*
5. *Submits a report to the Ordinary Congress each year.*

Duties of the Treasurer

The Treasurer of FISA:

1. *Is responsible for the financial management of FISA;*
2. *Prepares FISA's long-term financial plan having regard to the four year Olympic cycle;*
3. *is responsible for keeping the Executive Committee and Council informed of FISA's financial situation by means of management accounts;*
4. *Oversees the management of FISA's assets, the adequacy of insurance, the financial terms of major contracts and staff remuneration in consultation with the President and the Executive Director;*
5. *Oversees the preparation of the annual budget and the annual accounts, and presents them to the Ordinary Congress, liaises with the Executive Director in order to monitor the progress of income and expenditure during the year, and seeks approval from the Executive Committee for significant deviations from budget; and*
6. *Submits a report to the Ordinary Congress each year.*

Duties of the Executive Director

The Executive Director of FISA:

1. *Is responsible for the effective management of FISA, within the policies and objectives approved from time to time by the FISA Council;*
2. *Is supervised by the President and operates within the limits of authority and budget approved by the Executive Committee and the Council;*
3. *Selects and engages the staff of FISA within the human resources plan and budget approved by the Council, and is responsible for the direction and management of the staff;*
4. *Prepares the annual Business Plan as well as the Olympic Cycle (four year) Business Plan in consultation with the Executive Committee for approval by the Council; and*
5. *Submits a report to the Ordinary Congress each year.*

Duties of the Commission Chairs

The Chairs of the Commissions of FISA:

1. *Advise, direct and represent the Council in their technical areas;*

2. *Chair Commission meetings and allocate duties to the Commission members in accordance with the Bye-Laws to Art. 56 (Appendix 6);*
3. *Prepare annual budget proposals with the Executive Director for approval by the Executive Committee;*
4. *Propose appointments to their Commissions for approval by the Council;*
5. *Report to the Council on technical matters related to their Commissions and submit reports on their Commissions' activities to the Ordinary Congress each year; and*
6. *Provide support to the FISA Development Programme as required.*

Duties of the FISA Continental Representatives

The FISA Continental Representatives:

1. *Represent FISA within their continent;*
2. *Promote rowing and maintain close and regular contact with the member federations, continental rowing confederations and groupings of member federations, and regatta organisers in their continents;*
3. *Promote and support FISA development initiatives and advise FISA on rowing development within their continent;*
4. *Observe the major international regattas held within their continent;*
5. *In case of non-observance of the Statutes and Rules of Racing in their continent, submit reports to the Executive Committee;*
6. *Submit reports to the Ordinary Congress each year. For this purpose they may request reports from the member federations within their continent; and*
7. *Submit to the Executive Committee reports and minutes of meetings attended within their continent, where those meetings relate to their FISA responsibilities.*

Duties of the Co-opted Members

The President may assign specific duties to the Co-opted members as required.