

RESPONSIBILITIES & TASKS OF BOARD MEMBERS

ICOM Statutes (amended version June 9, 2017), ICOM Internal Rules (amended version June 9, 2017), and UMAC By-Laws (version September 6, 2017)

According to the UMAC Bylaws, the UMAC Board has 8 members:

- 1 President
- 2 Vice-Presidents
- 1 Secretary
- 1 Treasurer
- 3 Ordinary Members

The UMAC Board may also invite the following *ex-officio* members:

- the past UMAC President
- the Chair of the UMAC Award Standing Committee
- up to two UMAC individual active members for specific functions.

General responsibilities

UMAC Board Members should:

1. be fully engaged with the UMAC mission;
2. commit to the ICOM Statutes, the ICOM Code of Ethics, the ICOM Internal Rules and the UMAC Bylaws;
3. place the best interest of UMAC, and the global community of university museums and collections, above self-interest or national agendas;
4. not have functions, personal affiliations or roles causing conflict of interest in serving UMAC;
5. be able to dedicate the necessary time to the work required (as listed below) and the necessary resources to attend UMAC Annual Conferences.

Specific Tasks of UMAC Board Members

PRESIDENT (1)

- Responsible for the running and administration of UMAC and ensures that this is carried out in accordance with the aims of UMAC and ICOM overall guidelines, rules and regulations.
- Responsible for reaching a consensus regarding task division and facilitate communication among Board Members.
- Responsible for the Triennial Strategic Plan and oversees its development.
- Supervises the progress and content of any project, partnership and activity initiated by UMAC.
- Oversees finances and approves payments in collaboration with the Treasurer.
- Prepares the agendas, convenes and moderates Annual General Meetings and Board Meetings, in collaboration with the Secretary.
- Writes and presents the UMAC Annual Report to the General Assembly and to ICOM, based on input from Secretary, Treasurer and other Board Members.
- In charge of communication and collaboration with partners, other organisations or individuals pertinent to UMAC.
- Represents UMAC in the annual ICOM Advisory Board meeting and participates in the ICOM General Conference (Paris, early June). Prepares UMAC's participation in these meetings.
- Participates in the Program Committee of UMAC Annual Conferences.
- Raises upcoming issues with Board members for information or discussions.
- Liaison with UMAC Award Standing Committee and the UMACJ Editorial Board.
- Supervise Board Committees.

VICE PRESIDENTS (2)

- Work closely with the President, giving advice, opinions and helping in administrative and strategical issues.
- Assist with annual reports, guidelines and other official documents, and represent UMAC in meetings and events in the President's absence.
- Represent UMAC in the Evaluation Committee of the UMAC Award.
- Can be assigned the supervision of special objectives of the UMAC Strategic Plan.
- Can be assigned the supervision of crucial tasks of the Board, such as Annual Conferences, Professional Development, Special Project Applications to ICOM (SAREC), among others.

TREASURER (1)

- Initiates, manages and records money flows into and from the UMAC bank account
- Prepares the annual budgets for the Board and the Annual General Meeting.
- Maintains updated records of all expenses and reports regularly to President.
- Writes the Annual Financial Report to ICOM.
- Consulted prior to any decisions regarding major expenditures.

SECRETARY (1)

- Writes Board Meetings' and Annual General Assembly's minutes.
- Updates and cares for the UMAC archives, assuring that they are properly transferred to the next Secretary.
- Liaises with the ICOM Secretariat to maintain updated records of UMAC members.
- Validates UMAC membership status for purposes of routine voting at the Annual General Assembly, eligibility to Board, conference fees, travel grants, among others.
- Keeps the UMAC mailing list updated.
- Replies to queries regarding applications, members and general information about UMAC; redirects specific queries to other Board Members.
- Compiles information about activities and members to the UMAC Annual Reports.
- Liaises with communication officer to make sure that relevant information from ICOM, the UMAC Board and partners is properly distributed.

ORDINARY MEMBERS (3)

The tasks of Ordinary Board Members are decided by the newly elected Board, according to its Strategic Plan and aims. Tasks may include:

- Communication & Media (website, social media, mailing list, calendar)
- Supervision of Working Groups
- Regions and Networks

Approved by the UMAC Board, 2 November 2018