

Appendix E

Duties of the FICMI Council Chairman

1. Maintain a close relationship and consistent dialogue with the Executive Director
2. Recommend his choice of International Vice-chairman to the Council for appointment by consensus
3. Delegate responsibility to the International Vice-chairman, as needed
4. Ensure that Executive Director quarterly reports are received by all FICMI Council Members and that any appropriate dialogue regarding those reports takes place among Council Members
5. Determine the date and venue for annual FICMI Council meetings in consultation with FICM leadership in the country hosting the meeting
6. Communicate information about date and venue for upcoming annual FICMI Council meetings to all Council Members no later than the prior year's FICMI Council meeting
7. Coordinate with FICM personnel (if existing) in the nation of the upcoming FICMI Council meeting in order to procure a venue for meetings; lodging; food; and ground transportation for FICMI Council Members during the time of the FICMI Council meeting.
8. Ensure that expenses for meeting venue, lodging, food and ground transportation for the annual FICMI Council meeting are paid in a timely manner by FICMI Council Members.
9. Develop in coordination with Executive Director the agenda for upcoming FICMI Council meetings
10. Oversee the creation, compilation, duplication and dissemination of the annual FICMI Council meeting notebook for Council Members
11. Chair the FICMI Council annual meetings, ensuring that agenda items are all addressed and prayed for in a timely manner
12. Oversee any votes required during and outside of FICMI Council meetings, informing Council members of the results of any votes outside of meetings
13. Coordinate with FICMI Council secretary to ensure minutes of the meeting are taken and disseminated to FICMI Council meetings in accordance with Article 8.

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