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AAE GUIDELINES FOR APPOINTING THE VICE-CHAIRPERSON OF A COMMITTEE

The Chairperson of a Committee in AAE has many tasks, and often meetings with external stakeholders are subject to the availability of the Chairperson. In order to increase flexibility and potentially the output of the work of AAE Committees, the Board expects that Committees appoint a Vice-Chairperson. By officially appointing a Vice-Chairperson, the Committee has an alternative representative, and the Vice-Chairperson can replace the Chairperson when absent and taking over some travelling obligations much the same way as a member association occasionally can send its Membre Suppléant as a substitute for the Membre Titulaire.

How to appoint the Vice-Chairperson

In most situations, it would be convenient if the Committee members can select its Vice-Chairperson themselves. In such cases, the acceptance by the Nomination Panel would normally be a simple formality.

If the Committee cannot agree unanimously on a Vice-Chairperson, the Committee can ask the Nomination Panel to select a suitable candidate among the volunteers from the Committee. Officially, the Nomination Panel recommends the Vice-Chairpersons for the Board to approve.

When to appoint a Vice-Chairperson

The Vice-Chairperson is appointed at the fall meeting for a one-year term until the next fall meeting. The Vice-Chairperson can be re-appointed for another one-year term up to a maximum of 6 one-year terms in succession.

If a Vice-Chairperson wants to step down before the next fall meeting, or if a Committee for other reasons has no Vice-Chairperson, the Committee may suggest a new Vice-Chairperson for the Nomination Panel can bring forward to the Board. In these situations, the Board can appoint a new Vice-Chairperson at any Board meeting during the year, and the appointment will terminate at the next fall meeting.

Role of a Vice-Chairperson

The Vice-Chairperson will be an ordinary Committee member and in normal situations, he or she will represent his or her own member association in the Committee. Only when stepping forward as the substitute of the Chairperson, the Vice-Chairperson will represent the AAE and the entire Committee and fulfil the following roles:

- Attend meetings that the Chairperson cannot go to with e.g. EU institutions and other stakeholder as an official representative of the Committee
- Substitute the Chairperson in the semi-annual Committee meetings if the Chairperson cannot be present

- Help the Chairperson to coordinate the different ongoing topics and Working Groups when necessary.
- The Vice-Chairperson should work together with the Chairperson, respecting that the Chairperson is the ultimate person responsible for the Committee.

Recommendations

The Vice-Chairperson must be a member of the Committee and cannot represent the same Member Association as the Chairperson of the Committee.
As the Vice-Chairperson has to be selected from a relative limited number of volunteers (i.e. from the members of the Committee), it will not be feasible to set up a mandatory set of requirements with too many limitations on the appointees. However, the Committee should observe the following recommendations when appointing the Vice-Chairperson:

- The Vice-Chairperson should be willing and able to replace the Chairperson at meetings with e.g. EU institutions and other stakeholders as an official representative of the Committee
- In some instances, a Vice-Chairperson appointment can be strategically utilised to prepare for succession of the Chairperson, but this is not necessarily a requirement. On the other hand, it would be expected that the Vice-Chairperson possesses some of the same personal and professional skills as required of a Chairperson
- Avoid to appoint an immediate past Chairperson of the Committee as the new Vice-Chairperson
- Observe the general ambitions on diversity that apply in the AAE
- The diversity requirements can be hard to fulfil in one specific year, but over time, it should be possible to meet most of them

Limitations

Even if the Vice-Chairperson has the possibility of becoming the next Chairperson of the Committee, being selected as Vice-Chairperson does not guarantee the position of future Chairperson.

Approved by the AAE Board on 16 June 2021.