

# CODATA Executive Committee Roles and Responsibilities

The purpose of this document is to outline and clarify relevant sections of the [CODATA Constitution](#) and to further elaborate on the Executive Committee roles and responsibilities.

## Role of the CODATA Executive Committee

1. CODATA's strategic direction, business, and activities are decided at the CODATA General Assembly (GA) by Delegates. Between GAs, the responsibility for transacting the business of CODATA is vested in the Executive Committee (EC).
2. The role of the EC includes safeguarding the purpose and mission of CODATA, its values, reputation, and financial robustness, providing strategic vision, and exercising oversight of its Secretariat and management.
3. EC members facilitate the efficient conduct of CODATA business, provide strategic leadership and undertake tasks, when necessary.
4. EC members act to contribute to and achieve CODATA's mission, strategy, and plans.
5. The EC may consult Delegates between GAs to obtain guidance or decisions by vote on major issues.
6. The EC reports to CODATA members at the GA.

## Composition of the CODATA Executive Committee

1. The CODATA EC consists of the Officers together with ten Ordinary Members, as well as Co-opted Members as deemed necessary.
2. The Officers comprise the President, (generally) two Vice-Presidents, the Secretary General, the Treasurer, and the Executive Director.
3. The EC is normally chaired by the President (Statute 7).
4. The EC shall have the power to co-opt additional members to assist in the handling of matters requiring particular or additional skills and experience. Current (but not permanent) practice is that the Editor-in-Chief of the Data Science Journal and the Chair of the Data Policy Committee are co-opted members. The maximum years served by a Co-opted Member shall normally be included in the total described in Statute 6.2.a. In situations where such a Co-opted Member's contributions are critical to the successful accomplishment of CODATA's goals or strategic activities, the Co-opted Member may be appointed to the Executive Committee in an *ex officio* capacity until such time that the goal or strategic activity has come to completion or is no longer deemed essential. In such cases, the provisions of Statute 6.2.a may be exceeded.
5. The Governing Board of ISC may send an Observer to participate in CODATA EC activities.
6. The President may invite observer(s) to part or whole of a meeting of the Officers or EC, any individual whose presence is likely to be particularly useful.

## Terms of Service

1. Each EC member occupies the position for a two-year term and is eligible to accept an additional term so long as limits specified in the Constitution are not exceeded.
2. The maximum, aggregate number of consecutive years which an individual may serve on the Executive Committee, whether as an Ordinary Member, a Co-Opted Member or Officer, shall be 12 years. Upon completion of such term of service, the individual shall not be considered eligible for election to any EC position for the next two years but may be so considered after the expiry of that two year period.
3. In defining terms of office, the two year period shall normally be the time between the end of a GA at which the election was held and until the next GA after two years hence.

## Commitment and Engagement

1. EC members shall dedicate sufficient time to engage effectively in CODATA-related activities and establish an appropriate balance between time spent on CODATA activities and work/personal activities.
2. EC members will provide a brief bio and photo for posting on CODATA web site and update the bio when necessary.
3. EC Members shall declare any real or potential conflict-of-interest to the Officers.
4. EC members will provide and maintain contact with their National CODATA Committee (where such exists) and any national membership organizations to ensure an efficient collaboration and bilateral interface of the strategic initiatives.
5. By taking the role of the EC member and/or Officer, each newly elected member confirms that she/he has informed her/his employing organization (where such exists) regarding the new position and required time commitments to engage effectively in their position.

## Executive Committee Meetings

1. The EC shall meet regularly virtually or face-to-face throughout the year. A face-to-face meeting shall normally be held at least once per calendar year.
2. EC members are expected to participate in the annual CODATA face-to-face meetings and scheduled monthly calls. The CODATA Secretariat and EC members will work to adjust schedules wherever possible to maximize participation.
3. Travel expenses to annual face-to-face meetings will be covered in accordance with the CODATA travel policy. In general, travel expenses will be reimbursed after the travel is completed though the Secretariat may purchase tickets or make advance payments by arrangement.
4. In its transactions, the Executive Committee requires a quorum of one-half of its members. Decision shall be by a simple majority of the number of votes cast. In the case of a tie, the President or Chair (in the absence of the President) shall have a casting vote.

## Summary of Responsibilities and Expectations of EC Members

1. EC members act to contribute to and achieve CODATA's mission, strategy, and plans.
2. EC members should monitor CODATA financial performance as reported by the Treasurer.
3. EC members shall provide organizational direction for CODATA office and help to establish items for EC meeting agendas.
4. EC members facilitate the efficient conduct of CODATA business and provide strategic leadership and undertake tasks, when necessary.

## Branding and membership

1. EC members are encouraged to identify and recruit new national, ISC body, institutional, and partner members of CODATA.
2. EC members are encouraged to use CODATA branding in promotion and presentation of related activities in accordance with CODATA Standard Operating Procedures [in development, link to be provided] and the [Communications Handbook](#).

## Travel

1. EC members are encouraged to participate in the international conferences, workshops or other (co)organized events to support CODATA activities and represent CODATA in virtual and face-to-face meetings around the world.
2. EC members are expected to travel to face-to-face meetings of the Executive Committee.
3. Expenses for travel to conduct CODATA business and attend activities should conform to CODATA travel and expenses guidelines and should be pre-approved by the Executive Director and the Treasurer. If the budget for a given trip is exceeded the Executive Director and Treasurer will judge if there are mitigating circumstances and escalate for consideration by the Officers if egregious.

## Administration

1. EC members shall provide organizational direction for the CODATA Secretariat and help to establish items for EC meeting agendas.
2. EC members are encouraged to oversee the daily implementation of policies and make sure that the EC is establishing and maintaining good governance practices.
3. EC members should monitor CODATA financial performance as reported by the Treasurer.
4. EC members are encouraged to participate in the CODATA sub-committees and Working Groups providing input to their operations.
5. EC members shall give due consideration to the ongoing CODATA activities and discussions, provide self-expertise and initiative to related issues.

## Task Groups liaison

1. Ordinary EC members are expected to act as a CODATA Task Group (TG) liaison of at least one Task Group. Officers are encouraged to take on the liaison role, particularly where close to their interests and expertise, but are not obliged to do so.
2. The TG liaison responsibilities involve:
  - a. Supporting communications with TG leader(s).
  - b. Participating in TG meetings and workshops as required.
  - c. Providing guidance and ensuring TG engagement and alignment with the CODATA strategy.
  - d. Reporting to the EC on TG plans, progress, and outputs.
  - e. Consult TG co-leaders on financial issues regarding allocated budget and confirm the list of expenditures in consultation with the CODATA Officers
  - f. Collect annual report from the TG co-leaders and provide an overview and assessment of the completed goals to the EC and Officers.

## Responsibilities of Officers

1. The President, Vice-President(s), Secretary General, Treasurer and Executive Director are full members of the EC and encouraged to follow the Roles and Responsibilities of the Executive Committee.
2. The President is responsible for CODATA strategic oversight. In this role, s/he leads the Executive Committee and its Officers in setting the policies and strategic direction for CODATA, both for the near term and for the foreseeable future. The President is the legal representative of CODATA and has the authority to delegate these powers, normally to the Executive Director. The President is the lead liaison with ISC.
3. The Vice-President(s) support the President and are responsible for overseeing the development and implementation of the CODATA strategy and making sure that the EC is establishing and maintaining good governance practices and follows the strategic directions of the CODATA Plan. Vice-President(s) is/are responsible to ensure a consistent developments of key priorities such as (1) new national and other membership recruitment, (2) harmonization of the CODATA initiatives and ongoing projects, (3) implementation of strategic programs (<https://codata.org/initiatives/>), (4) coordination of the biannual international conferences, regional conferences and other events co-organized by CODATA. These responsibilities should generally be divided between the Vice-President(s) upon agreement between them as well as the President.
4. The Treasurer is responsible for providing financial oversight and recommendations to the EC. The Treasurer works closely with the Executive Director, Officers, and other EC Members to safeguard the organization's finances (see Statute 10). Ongoing CODATA financial accounting is the responsibility of the Executive Director. In consultation with the EC, the Treasurer prepares the annual budget and reports on the CODATA budget, audit, and finances at GAs.
5. The Secretary General is responsible for the oversight of operational and governance aspects of CODATA's activities. The Secretary General oversees communications with the CODATA membership on governance matters and the organisation of the General Assembly and its functions. The Secretary General oversees regular EC activities and meetings, ensuring that meetings are effectively organised and minuted. The Secretary General liaises with the Chair to plan meetings and provide administrative support, monitors legal requirements and serves as a communication and correspondence point. The Secretary General provides general

direction for the Executive Director and general oversight for the Secretariat. The Secretary General will be responsible for ensuring the annual review of the Executive Director and would be involved in the review process for the Secretariat staff.

6. The Executive Director's role is to ensure the delivery of CODATA strategic plan and objectives. The Executive Director serves as CODATA's primary point of contact for administrative matters and provides support to the CODATA Officers and EC in their designated roles. The Executive Director ensures collaboration and coordination between CODATA and its partners, coordinates fundraising in support of CODATA's programs, supervises the CODATA Secretariat and its staff, identifies the need for additional recruitment, manages CODATA website, email distribution and other social media resources, oversees the CODATA international conferences, and works to recruit additional national and institutional members. The Executive Director works under terms and references of the contract of employment.