



WBA Board Member – General Guidelines

World Bioenergy Association, WBA, is a non-governmental, non-profit international member organization. The purpose of WBA is to promote the increasing utilisation of bioenergy in an efficient, sustainable, economic and environmentally friendly way. WBA is registered in Stockholm, Sweden.

WBA is governed by a Board elected annually at the Steering Committee meeting comprising full members (associations) of WBA. The main function of the board is to guide the working of WBA and approve funds for executing the work plan annually.

Responsibilities

The elected board members are encouraged to contribute to the Secretariat as follows:

Information

- Inform about latest developments in terms of data, policy, technology, finance, markets etc. in the field of bioenergy in their region
- Contribute actively with information to WBA publications including newsletters, statistics report, factsheets, position papers etc.
- Actively participate as reviewer to publications relevant to their own field of work

Activities

- Propose setting up working groups, committees or task groups to efficiently execute WBA activities
- Actively engage as guide/lead in working groups or steering groups

Promotion

- Promote WBA activities including publications and events through their own networks
- Represent WBA by participating in various bioenergy conferences worldwide

Funding

- Actively assist Secretariat in identifying company and association members to increase outreach and funding to the organization
- Propose and lead/guide projects and activities (e.g. webinars) to generate required finances to the organization

Administration

- Participate actively in board meetings and guide the working of the organization
- Comment on official board documents and respond to requests from the Secretariat promptly

Board Meetings

Every year, four board meetings are organized. A minimum of one physical meeting – usually connected to the WBA Annual Meetings – is organized for the board members while the remaining meetings are held via conference calls. Each meeting lasts for about an hour.



Details about the meetings are sent to the board members well in advance. A main paper is circulated approx. one week before the meeting which includes the agenda and related information for the meeting. Board members are encouraged to participate in at least one meeting in a calendar year so as to keep track of developments at WBA and guide the working of the organization.

Decisions

All decisions required by the board members are addressed through meetings with a quorum of board members attending and voting. The board takes decisions by simple majority with at least six members, including the President, present and voting in favour of a motion. If the presence is lower than 6 persons, all decisions have to be presented in the minutes to the board for approval by mail. A board meeting can only take place if at least two members and the president are present. The main decisions to be taken by the board members include:

- Decide on the membership applications received by the Secretariat
- Decide on the WBA Annual Report including approval of Financial Statement
- Decide on applications or circumstances for expelling membership
- Determine membership fees
- Propose modifications of statutes, if needed

Communication

The board members are communicated via an email list maintained by the Secretariat. Information regarding board meetings, annual meetings, conferences, documents etc. are sent via the mailing list. Sometimes, emails may be sent directly to individual email addresses. In exceptional circumstances, the board members may be contacted directly via telephone. Secretariat does not promote communication via social media platforms.

Acknowledgement

Information about the board member and affiliations are used by WBA in various promotion activities including annual report, press releases, social media platforms etc. Profile photo of board members including related affiliation – e.g. email ID, organization website, social media profile may be displayed on WBA website. Prior permission will be obtained before display. Current list of board members is available here: [Link](#)

Elections

A request for nominations for WBA Board is sent few months before by the Secretariat. Nominations received by the Secretariat are forwarded to the Nominating Committee (NC). The NC decides and propose a final list of board members to the Secretariat – at least 4 months before a Steering Committee (SC) meeting is scheduled comprising WBA Full members. Nominations should contain a brief presentation and recent CV of the candidate for consideration.

Board elections are conducted by the Steering Committee (SC) meeting which is held during the first half of the year and chaired by the current WBA President. The SC elects the President, 14 – 18 additional board members and Vice Presidents



Tenure

Board members are elected for a period of 2 years. Once elected, the board members can be re-elected but cannot stay longer than 6 years as member of the WBA board. In exceptional circumstances, the board members can stay upto a period of 10 years with a 2/3rd majority vote of the Steering Committee.

Travel Costs

As WBA is a not for profit NGO, the organization has very limited budget for travel expenditure. Board members are expected to have sufficient funds available to travel on their own expenses to attend WBA meetings, events and other bioenergy related conferences. Requests for travel reimbursements (flight, accommodation) will be dealt on a case by case basis by the secretariat.

Liability

WBA's financial year is equal to the calendar year. The board – in cooperation with the Secretariat – submits a financial report to every regular General Assembly (GA) which covers the period since the preceding GA. The report is to be approved by an authorized public accountant. The budget covering the period until the next GA is also to be submitted to the GA by the Board for approval. It is important to note that the members of the Board are not personally liable for any debts incurred by WBA.

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