



EUROPEAN FEDERATION OF MUSEUM & TOURIST RAILWAYS

Fédération Européenne des Chemins de Fer Touristiques et Historiques
Europäische Föderation der Museums- und Touristikbahnen

Dear member of FEDECRAIL,

For our annual general meeting in 2024, FEDECRAIL is seeking nominations from its members for the board. It is you as members who appoint the board and therefore, it is of the utmost importance that we get nominations.

The board of FEDECRAIL is made up of persons from our members and members' members. It is you as a member that nominate suitable candidates for board work. The board's meeting and communication takes place in English the largest part via web meetings with occasional physical gatherings throughout the year.

Those who are nominated must be prepared to work on the board and take on assignments on behalf of FEDECRAIL. As a member of FEDECRAIL's board, you are primarily a representative of FEDECRAIL and not the country or association that made the nomination. Nomination is not for a specific position, but you mainly nominate for the board. However, it is good to keep the various vacant positions in mind so that the right individuals are suggested. As an inclusive organization, we wish for a good mix between different strengths in the board and to create a heterogeneous group that creates good conditions for FEDECRAIL.

You are elected for three years and can maximum sit up to twelve years in a row.

The board must inform the members about the open positions on the board for the coming year AGM no later than three months before the AGM. Members must then submit nominations no later than 2 months before the AGM.

Constitution says following:

3-1 The exclusive power to elect and dismiss the members of the board lies with the annual general meeting.

4-2 Eligible are the members of the board, who are also members of

- a) a voting member of FEDECRAIL, or
- b) a voting member of a member of a member of FEDECRAIL.

4-4. A member of the board of directors is eligible for one election and three re-elections, each for a period of 3 years, for a consecutive period of up to 12 years.



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Position for 2024 AGM:

In 2024 following people is in end of their mandate:

Jaap Nieweg President - not up for re-election (nominated by HRN)

Mimmi Mickelsen- secretary, treasure, vice President - up for re-election (Nominated by MRO)

Gottfried Aldrian board member - up for re-election (nominated by ÖMT)

Frederic Riehl board member - not up for re-election (nominated by UNECTO)

For the AGM 2024

President

The president is the one who leads the board and the organization. We are searching someone who is not prestigious but who is also a leader who supports and lifts others on the board. As a president, you need to be structured, supportive, directing, driven and understand the importance of building your team.

As president, you participate in activities in various networks and are also a channel for the members to the association. You must be comfortable in making decisions, delegating work, and involving members and board in the work.

You will have to give speeches and presentations in the name of the organization and follow up on the work that board members have undertaken.

The president is always the face of both members but also other current collaborative organisations. It is important to have a whole and understand both the members' needs but also those of the own organisation.

Secretary

- Official contact for the organisation.
- Administration work, minutes, invitations, and other business of interest.
- management of membership registers.
- Order and structure are important.



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As secretary, you work actively with the association's administration, such as meeting minutes, mailings, serving members with information, collecting nominations, and checking that the business operates according to the constitution.

The secretary is an important support to the president and to hold together parts of the board's work. As a secretary, you need to be not prestigious and be prepared for the fact that it is in batches, which can be a higher workload. It is important that the secretary is structured, able to organize several activities at the same time, comfortable in communication and also has good experience of digital platforms as well as understanding and respect for deadlines.

The secretary must also ensure that documents are translated into the three languages with which the organization communicates. The secretary needs to be meticulous in meeting deadlines, booking the board's meeting, arranging online meetings, and managing the digital systems the board works with. It is good if you have good computer skills considering that we mainly hold online meetings.

Once we have physical meetings, the secretary has the task of booking premises or keeping in touch with members who are local to the resort for support in booking meetings.

The secretary's role before the annual meeting is to get all information out in good time for the annual meeting according to the constitution, also to write the minutes during the annual meeting and keep track of the voter register and more.

Treasure

- Bookkeeping
- Payments and accounts
- Taking care of the organizational costs and income
- Securing bank contacts and bank account

As a treasurer, you work with the organization's economic conditions. This means managing the financial books, sending out the membership fees, actively following up the economic situation and creating the conditions for good economic governance.

We work with an active economic follow-up, and you should have experience of what applies to bookkeeping, work with financial



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statements and communication with the auditors. But also, follow-up of forecasts and those on the board who are responsible for various financial parts.

We see that there is an opportunity to also receive support if desired by an economic officer that you can delegate to. You need to be structured and have good financial habits. As we are an international organization, it is not always the case that our members are connected to Euro.

We also arrange some events and conferences and here the treasurer has an important part in following up payments, budget, and the economic management of FEDECRAIL's finances.

Board member

There is also the opportunity to participate in the board as a board member. As a board member, you support other members and have responsibility for working groups that exist within the organization. It is important that you as an individual are driven, interested in working with FEDECRAIL's development and support the association. You will also have to jump in and represent FEDECRAIL in various meetings and associations.

Auditors

As an auditor, you must be familiar with auditing practice. Your task is to follow up the association and review the financial reports as well as the activities carried out in the association, so they match what the organization is carrying out. The task is to be an independent auditor who follows up the association and provides support to the treasurer when necessary. The auditors must also write an auditor's statement for the annual meeting so that the members can decide whether the association has fulfilled its obligations correctly.

Nomination for auditor takes place in a separate email to the secretary.

Nominations for board are sent in on "nomination form for board":

Mickelsen@fedecrail.org no later than February 15, 2024