



Election of Executive Committee and Council members, November 2014

Association
Européenne des
Conservatoires,
Académies de Musique
et Musikhochschulen
(AEC)

Overview of Terms of Office of Executive Committee and Council members

<i>ExCom/Council member</i>	<i>Position</i>	<i>Country</i>	<i>End of current term</i>	<i>Eligible for re-election?</i>
Executive Committee				
Pascale de Grootte	President	Belgium	Nov 2016	No
Hubert Eiholzer	Vice-President	Switzerland	Nov 2014	Yes*
Eirik Birkeland	Vice-President	Norway	Nov 2016	Yes
Jörg Linowitzki	Secretary General	Germany	Nov 2016	No
Council				
Bruno Carioti	Council Member	Italy	Nov 2014	No
Harrie van den Elsen	Council Member	The Netherlands		Yes
Deborah Kelleher	Council Member	Ireland	Nov 2015	Yes
Antonio Narejos Bernabéu	Council Member	Spain		No
Georg Schulz	Council Member	Austria		Yes
Kaarlo Hilden	Council Member	Finland	Nov 2016	Yes
Grzegorz Kurzyński	Council Member	Poland		No
Jacques Moreau	Council Member	France		Yes

**Has decided not to stand for re-election*

Art.5 of the Statutes

Council shall consist of a minimum of six and a maximum of twelve persons.

Members of Council are appointed for a period of three years. Each Council member may be re-elected for no more than one further period of three years to the same position in Council.

AEC Elections November 2014:

- 1 Elections will be held in November 2014 for the following posts:
 - **One Vice-President** (current post-holder – Switzerland – is not standing for re-election)
 - **Two Council members** (one current member – The Netherlands – eligible to stand for re-election; other current member – Italy – will have completed second term)

- 2 From November 2014 and through to November 2015, the following countries will continue to be represented on Council by current members whose mandate is on-going:
 - Austria
 - Belgium (President)
 - Finland
 - France
 - Germany (Secretary General)
 - Ireland
 - Norway (Vice-President)
 - Spain
 - Poland
- 3 ***At least two nominations*** are required for these elections: one of a candidate to stand as a Vice-President, replacing the outgoing member from Switzerland, and one to stand as a Council member replacing the outgoing member from Italy. ***More than one nomination is welcome for either of these posts.*** In addition, ***members are entitled to nominate other candidates for the second post on Council***, where the current member is eligible for re-election. ***Nominated candidates may be from any country other than those listed in 2 above.***
- 4 Members are requested to ***inform the AEC Office as soon as possible of any nominations they propose to make***, so that the Executive Committee, at its meeting in July, can review these as part of its work as Nominations Committee. ***Formal submissions of nominations are required by 1st September*** (the forms for these applicable in 2014 are attached at the end of this document).
- 5 ***Please use this nominating opportunity*** to help us ensure a broad base of candidates and a balanced representation on Council. As well as geographical balance, Council is keen to address the question of gender balance, where it will be seen that it currently has ten male representatives to two female.



AEC Elections 2014

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All elections

- All candidatures are to be sent to the AEC Office **by 1 September 2014**
- Candidates must provide a Curriculum Vitae in all three official languages of the AEC (English, French and German) and a further short statement in English (250-350 words for candidates for Council; 350-500 words for candidates for posts on the Executive Committee, including that of President). This statement should address the experience and personal qualities which the candidate believes make them suitable for the position for which they have been nominated and should set out their aspirations for the Association and their goals, if elected
- Candidates are responsible for the quality of their own translations.
- Candidates will be asked to present themselves briefly at the General Assembly
- Candidates should consult the guidance on eligibility, profile, role and duties published separately

Elections for Council member

Details of the Eligibility, Profile, Role and Duties of AEC Council Members are set out later in this document. Each candidature for a regular Council member is to be signed by the candidate and countersigned by 1 other active member. Please use the appropriate 'AEC Elections Form' below. If there is any difficulty in collecting the signature of the proposing person, please fill in his/her name and ask him/her to send a message by email or fax to the AEC office, stating his/her support of your candidature.

Elections for members of ExCom (President/Vice-President(s)/Secretary General)

Details of the Eligibility, Profile, Role and Duties of AEC Vice-Presidents are set out later in this document. Each candidature for a member of the Executive Committee (President/Vice-President(s)/Secretary General) is to be signed by the candidate and countersigned by 2 other active members, one of whom must be a member of Council. Please use the appropriate 'AEC Elections Form' below. If there is any difficulty in collecting the signature of the proposing person(s), please fill in their name(s) and ask them to send a message by email or fax to the AEC office, stating their support of your candidature.

Relevant paragraphs in the AEC Statutes

THE ADMINISTRATIVE COUNCIL OF THE ASSOCIATION

Article 5

- 5.1 The **Administrative Council** of the Association (hereinafter referred to as Council) shall consist of general Council members plus an **Executive Committee** formed of members with specific additional responsibilities. The members of the Executive Committee shall also be members of the Council.

- 5.2 Council shall consist of a minimum of six and a maximum of twelve persons.
- 5.3 An incomplete Council or Executive Committee shall remain competent, notwithstanding its obligations to have additional members elected.
- 5.4 Members of Council including the Executive Committee are elected from among the representatives of active member institutions by the **General Assembly** (see Article 7). No country may be represented in the Council by more than one member at any given time. A regional and geographic balance of the membership of the Council is recommended.
- 5.5 Members of Council are appointed for a period of three years. Each Council member may be re-elected for no more than one further period of three years to the same position in Council.
- 5.6 A member of Council may resign before the completion of a three-year term of office. In this case, they are normally expected to announce their intention in time for nominations for a replacement to be received before the next General Assembly. They are also normally expected to continue to serve until their replacement is elected.
- 5.7 In the exceptional event of it being felt that a member of Council's conduct offered grounds for dismissal, this would require the written support of at least one tenth of the membership of the General Assembly, as in clause 7.2.
- 5.8 In addition to the 6-12 members of Council elected by the General Assembly, Council may itself co-opt from time to time additional members representing specific interest groups (for example, associate members, teaching staff, students, etc.). Co-opted members continue to serve for as long as Council deems desirable but no individual co-opted member may serve for more than six consecutive years and no more than three co-opted members may serve at any one time. Opinions of co-opted members are given due weight, but they do not participate in formal votes taken by Council
- 5.9 The Association shall have an elected President who shall normally chair both the Council and the Executive Committee.
- 5.10 Next to the President, the Association shall have two Vice-Presidents, and a Secretary General who acts as secretary and treasurer.
- 5.11 The Executive Committee is composed of the President, two Vice-Presidents and the General Secretary.
- 5.12 All members of the Executive Committee are elected for a period of three years. Each Executive Committee member may be re-elected for no more than one further period of three years to the same position on the Executive Committee.
- 5.13 Council members elected to a post in the Executive Committee, or Executive Committee members elected to a different post in that committee, are eligible, subject to successful re-election, to serve for up to two full terms of three years in each new post.

COUNCIL AND EXECUTIVE COMMITTEE: DUTIES AND REPRESENTATION

Article 6

- 6.1 Council shall be entrusted with the Association's administration including the administration of the Association's funds and other properties.
- 6.2 More specifically, Council will:
 - Uphold the mission and character of the Association and oversee all its activities;
 - Determine the strategic direction of the Association;
 - Decide upon the admission of active and associate members (see 8.1)
 - Oversee the financial health and solvency of the Association, the safeguarding of its assets and the efficient and effective use of resources;
 - Review the annual accounts and financial statements and submit them to the General Assembly for approval;

- Verify that funds and grants provided by external funding bodies are used in accordance with the financial memoranda or similar obligations of those bodies;
 - Exercise any further responsibilities that may be determined and published as internal regulations supplementing these Statutes
- 6.3 Council's resolutions shall be adopted with an absolute majority of votes, notwithstanding the number of members present. In relation to decisions made by the Council, the stipulations in Article 7 (below) are applicable, taking into account the following:
- Council normally meets at least twice a year
 - Over and above this, Council will meet if at least three of its members request an additional meeting
- 6.4 The Executive Committee is a standing committee of the Council. It has all the powers of the Council between the meetings of the Council, unless otherwise specified by the Council.
- 6.5 More specifically, the Executive Committee will:
- Take decisions to accept active and associate members that arise between meetings of Council (see 8.1)
 - Ratify overall salary policy concerning employees of the Association;
 - Approve periodical financial reports of the Association, in particular the interim updating of the current year's budget;
 - Give provisional approval to the previous year's accounts within six months of the financial year end
 - Approve financial transactions and contracts which are above the approved budgets of the employees of the Association;
 - Act as a Nominations Committee for the appointment of persons to the Council;
 - Exercise any further responsibilities that may be determined and published as internal regulations supplementing these Statutes;
 - Exercise any other power of the Council which the Council may delegate to it by resolution.
- 6.6 Resolutions of the Executive Committee shall be adopted with an absolute majority of votes, notwithstanding the number of members present. The Executive Committee normally meets at least twice a year in between Council meetings. Over and above this, the Committee will meet if at least two of its members request an additional meeting
- 6.7 Judicially and extra-judicially, the Association shall be represented by members of Council acting collectively, by two members of the Executive Committee acting jointly or by the President or the Secretary General acting unilaterally.
- 6.8 By means of a written resolution the General Assembly may stipulate that the Council may not take decisions described in that written resolution without the General Assembly's prior consent.
- 6.9 The services of the members of the Council are honorary. However, any expenditure for the Association incurred at the specific request of the Council may be reimbursed and should be mentioned in the finance report presented to the General Assembly. Travelling expenses of Council members for the purpose of attending meetings are initially met by their own institutions. In those years where the Association's budget permits, they may be reimbursed partially or in full. In the event of partial reimbursement, priority will be given to members of the Executive Committee, whose meetings are more numerous and whose costs are correspondingly greater.

Please do not hesitate to contact the AEC office for any additional information.

We look forward to receiving your candidature and to welcoming you at the AEC Congress 2014. For information about the Congress as well as registration forms, please look at the AEC Website under <http://www.aec-music.eu/congress2014>.



Eligibility, Profile, Role and Duties of AEC Council Members

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Eligibility (text taken from Articles 5.4, 7.5 and 5.5 of the AEC Statutes)

- 'Members of the Council including the Executive Committee are elected from among the representatives of active member institutions by the General Assembly'
- 'Member institutions are represented by the head of the institution or by any official representative they wish to nominate'
- 'Members of Council are appointed for a period of three years'
- 'Each Council member may be re-elected for no more than one further period of three years to the same position in Council'

Profile required

An AEC Council member should be:

- Willing and able to spend time and energy serving the AEC
- Well-informed about issues relevant to higher music education in Europe and able to translate this knowledge into effective input to the AEC in implementing its Strategic Plan and other policies
- Strategically aware, diplomatic, possessing good communication skills and sensitive to cultural and linguistic diversity
- Able to secure the financial commitment of his/her home institution to support travel and accommodation costs for AEC Council meetings and the Annual Congress
- Preferably, able to communicate in at least two of the AEC languages; knowledge of English is required, knowledge of German and/or French is highly recommended

Role and duties

AEC Council members are expected to:

- Actively participate in AEC Council meetings (usually 3 meetings per year, one of which takes place immediately before the annual congress) and the General Assembly, which forms part of the annual congress
- Represent members from an agreed region of the AEC's overall coverage, communicating information to and from these members
- Take on one or more portfolios of special responsibility – e.g. Early Music, Pop & Jazz, Research, etc.
- Attend additional meetings or conferences connected with these portfolios; represent the AEC as and when required at meetings of the Association and at those of external organisations
- Maintain regular contact with the AEC Office by email, phone, mail and fax.



AEC Elections Form 2014: Council Member

Association
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(AEC)

To be sent to the AEC office by 1 September 2014

Association Européenne des Conservatoires, Académies de Musique et
Musikhochschulen (AEC)

Avenue des Celtes / Keltenlaan 20

1040 Brussels

Belgium

Tel: +32 27371670

info@aec-music.eu



CANDIDATURE FOR THE AEC COUNCIL *in the elections to be held on 15 November 2014 in
Budapest*

I present my candidature to the AEC Council:

Signature:

Name:

Institution:

Country:

I enclose my curriculum vitae in English, French and German and short statement (250-350 words) in English. (Candidates are responsible for the quality of their own translations).

Proposer's signature:

Name:

Institution:

Country:



Eligibility, Profile, Role and Duties of an AEC Vice-President

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Eligibility

- An AEC Vice-President should first fulfil all the requirements of eligibility applying to AEC Council Members (see separate profile)
- He/she will usually be either the Director/Rektor/Principal of the institution which they represent or in a Deputy role to one of these positions
- He/she will preferably fall into one or more of the following categories:
 - A currently serving member of the AEC Council
 - A former member of the AEC Council (normally within the past five years) who has not previously held the office of Vice-President
 - A current or recent (within the past three years) holder of an office deemed to require comparable skills and expertise (e.g. Chairmanship of a national Director/Rektor/Principals' committee, Chairmanship of relevant national/international professional bodies, etc.)

Profile required

An AEC Vice-President should be:

- Willing and able to spend significant time and energy serving the AEC
- Well-informed about relevant issues for higher music education in Europe and, preferably, in one or more positions of influence to affect these.
- Able to translate this knowledge and influence into effective support, in terms of leadership and advocacy, for the AEC President, including taking a major role in the shaping of the Association's Strategic Plan and other policies
- Strategically astute, diplomatic, possessing excellent communication skills and adept at dealing sensitively and professionally with issues of cultural and linguistic diversity
- Able to give guidance, when required, to the AEC President, Chief Executive and Office Team
- Able to secure the financial commitment of his/her home institution to support travel and accommodation costs for AEC Council meetings and the Annual Congress
- Preferably, able to communicate in at least two of the AEC languages; knowledge of English is required, knowledge of German and/or French is highly recommended

Role and duties

An AEC Vice-President is expected to:

- Share responsibility for the continued success, effectiveness and sustainability of the Association, in collaboration with the AEC President and Chief Executive

- Be in regular contact with the AEC President and Chief Executive by email, phone, mail and fax, giving and receiving advice and ensuring that the President, CEO and the entire Office Team are properly supported in working effectively in the best interests of the Association
- Chair relevant sessions of the annual congress*
- Write introductions and comments for AEC publications*
- Check letters and texts for the AEC Office (not including the editing of reports, publications, etc.)*
- Along with other Council members, represent members from an agreed region of the AEC's overall coverage, communicating information to and from these members
- Along with other Council members, take on one or more portfolios of special responsibility – e.g. Early Music, Pop & Jazz, Research, etc.
- Along with other Council members, attend additional meetings or conferences connected with these portfolios; represent the AEC as and when required at meetings of the Association and at those of external organisations

* *When asked to do so by the AEC President*



AEC Elections Form 2014: Vice-President

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To be sent to the AEC office by 1 September 2014

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CANDIDATURE FOR AEC VICE-PRESIDENT *in elections to be held on 15 November 2014 in
Budapest*

I present my candidature to the AEC Council:

<u>Signature:</u>

Name:

Institution:

Country:

I enclose my curriculum vitae in English, French and German and short statement (350-500 words) in English. (Candidates are responsible for the quality of their own translations).

<u>Council Member's</u>	<u>2nd Proposer's</u>
<u>Signature:</u>	<u>Signature:</u>

Name:

Name:

Institution:

Institution:

Country:

Country