



IAHS Governance: Best practice document

9 July, 2023

This document sets out the main roles of deciding, managing and monitoring within IAHS (Fig. 1) in conformity with the statutes and the bye laws of IAHS and IAHS Ltd.

The final authority of the Association in all matters of administration and finance is the Plenary Administrative Session of the Association (Statutes 7). The Plenary Administrative Session consists of the President, the President-Elect or immediate Past-President, the Vice-Presidents, the Secretary General, the Treasurer, the Editor(s), the President or other designee of each Scientific Commission in existence at the time, the Chair of IAHS Limited and one voting delegate from each adhering country, appointed by that country to vote in the Plenary Administrative Session (Statutes 7.1).

The Bureau is the second highest authority of the Association. It takes decisions on scientific matters, the annual budget, use of reserve funds, the location of assemblies and the location of the IAHS secretariat, as needed (best practice). The Bureau of the Association consists of the President (chair), the President-Elect or immediate Past-President, three Vice-Presidents, the Secretary General, the Treasurer, the Editors of HSJ and PIAHS, Presidents of the Scientific Commissions (Statutes 8), and the IAHS Ltd Chair and Secretary (IAHS Ltd Bye Laws 1.2). The Bureau may authorize the Secretary General to employ administrative and secretarial personnel to assist with the duties to the Association (Statutes 10).

The President is the executive officer of the Association and directs its affairs in accordance with the decisions of the Plenary Session of the Association (Statutes 9) and the decisions of the Bureau (best practice). The President also serves as one of the Directors of IAHS Ltd together with the Secretary General and Treasurer (IAHS Ltd Bye Laws 1.1) with corporate responsibility for its business as a trustee (UK regulations). The President is assisted by the Vice-Presidents (Statutes 9).

The Secretary General, in consultation with the President, manages the business of the Association, conducts the correspondence and preserves the official documents and administrative records (Statutes 10). The Secretary General also takes any action necessary to ensure that the Objectives of the Association are fulfilled in a manner which complies with the relevant Law governing administration, taxation, contract and tort (Statutes 10).

The Treasurer, or acting Treasurer, collects the funds of the Association and disburses them in accordance with the decisions of the Plenary Session of the Association and the Bureau. The Treasurer makes previews of the budget of the Association, maintains records of all financial transactions and submits annual reports thereon to the Bureau as required by the Statutes and Bye-laws of IUGG (Statutes 11).

The IAHS Office employs staff (under IAHS Ltd) who run the IAHS Secretariat and manage the financial accounts, contracts and the publishing program on behalf of the Association (Statutes 15.1) as well as communication and website (best practice). The management is in accordance with the budget decided by the Bureau, the general directions given by the President, and the requirements of the Secretary General (best practice).

The Board of IAHS Ltd oversees the conformity of the activities of IAHS Ltd with the Articles of Association of the Limited Company and the regulations of the Charity Commission for England and Wales (UK regulations). The members of the Board are the Secretary General, the President, the Treasurer and those persons appointed by the President (statutes 15.2). The Board appoints a Chair and a Secretary (IAHS Ltd Bye Laws 1.2). The Chair of IAHS Ltd reports to the President (Statutes 15.2).

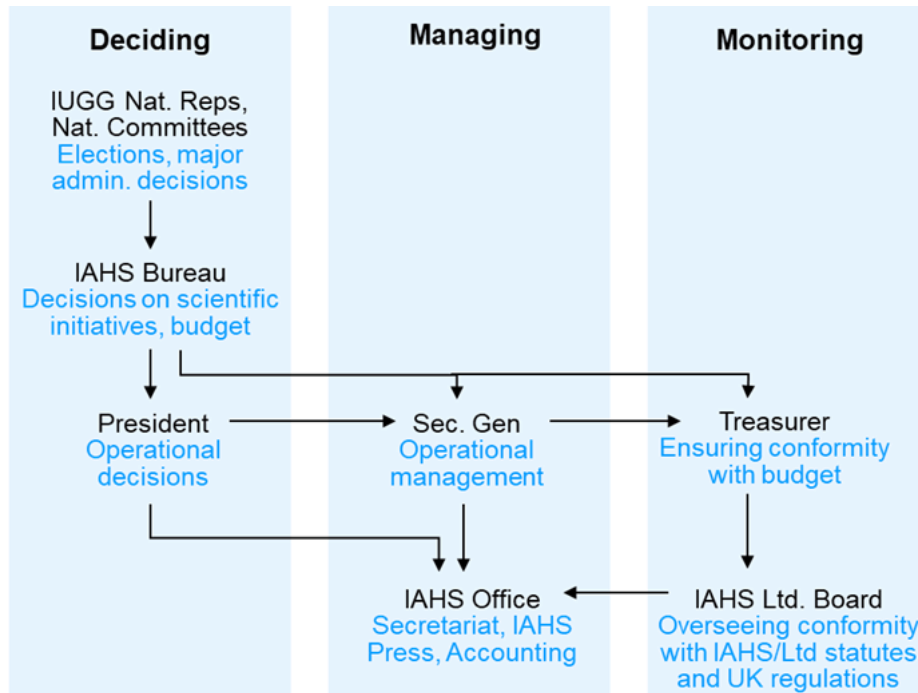


Figure 1: Main roles of decision-making, managing and monitoring within IAHS.

Operational Procedures 2023 onwards

- The Plenary Administrative session gathers every 4th year at the IUGG General Assembly.
- The Bureau meets twice a year (June/July and Nov/Dec) on-line or linked to either an IAHS Scientific Assembly or IUGG General Assembly (i.e. every 2nd year). The Bureau shares information on activities (using pre-defined templates of workplans and reports) from International Commissions, Regional Committees, Working Groups and the IAHS management team. The Bureau takes decisions by voting.
- The IAHS management team meets on-line every 1 to 2 months for short reconciliation on operational business, and consists of the IAHS Officers: President (chair), President-elect, 3 Vice Presidents, the Secretary General, the HSJ Editor-in-Chief, the Chair of IAHS Ltd, the Treasurer and the Executive Secretary. The management team prepare a suggested budget for the Bureau.
- The President-Elect should attend the annual IAHS Ltd Board meetings and reconsider the composition of the IAHS Ltd Board, if necessary, before entering as new IAHS President. The new Board should appoint a Chair and a Secretary.
- The IAHS Ltd Board meets once a year, normally in February at the location of the Secretariat, to follow up on IAHS Ltd matters, linked to Bureau decisions and UK regulations, and help planning the implementation for the up-coming year.
- The IAHS International Commissions follow the procedures of the Bye-Laws and report their plans and the outcome of activities to the Bureau.
- The IAHS Working groups, Early Career Committee and Regional Committees have their own internal procedures and report their plans and the outcome of activities to the Bureau.