



Rules of Procedure for Education Development Tanzania

1.0 Rules for holding board meetings

- 1.1 At least 4 board meetings are held per year**
- 1.2 The meeting dates for all meetings are set no later than the first board meeting of the year**
- 1.3 Fixed items at all board meetings**
 - 1.3.1 Approval of the agenda**
 - 1.3.2 Approval of the minutes from the last meeting**
 - 1.3.3 Status report by the chairman**
 - 1.3.4 Current accounts by the treasurer**
 - 1.3.5 Any other business**
- 1.4 The chairman obtains proposals for items from the board members no later than 14 days before a meeting**
- 1.5 The chairman sends out the agenda with attachments no later than one week before a meeting**
- 1.6 Minutes are sent out for comment no later than one week after a meeting**
- 1.7 All meetings are partly physical and partly online meetings where the Teams or WhatsApp platform is used.**
- 1.8 The chairman acts as the meeting chair**
- 1.9 The rapporteur is decided from meeting to meeting**
- 1.10 External resource persons may be invited to the meetings**

2.0 Personal expectations in the board

- 2.1 Between board meetings, communication is primarily via email and a joint WhatsApp group.**
- 2.2 A very high level of information among board members is central in order to create a common understanding and a high degree of community and ownership for all of the association's initiatives.**
- 2.3 The board may establish working groups consisting of the association's members, but external persons may also be included.**

3.0 Subscription rights and division of powers

- 3.1 The chairman signs on behalf of the board of directors and the association**
- 3.2 The treasurer signs the annual accounts**

4.0 Finances of the Board

- 4.1 The members of the Board do not receive a fee for participation**



4.2 Members of the Board may, after approval by the Board, have expenses covered in connection with participation in Board meetings, conferences and in connection with the implementation of course activities.

4.0 Internal and external communication

4.1 The agenda with approved minutes is sent to the association's members via the website.

4.2 The board determines how and who can communicate on behalf of the association on social media, website, etc.

5.0 Special conditions for external financing

5.1 In special cases of external financing, where there is a requirement to establish a bank account for this particular financing, and where there is a requirement that two members of the board must approve all payments, the chairman and deputy chairman will have access to this account.

5.2 The chairman and deputy chairman must approve all payments.

5.3 The actual payment is made via the chairman.