



# **NSR By-Laws**

## **Appendix 2**

## **1 Role of the IRD committee**

The IRC (International Relations Chairperson) committee has the following role within NSR:

1. To discover and recommend to the CC Board international projects for the NSR. NSR projects should focus on aid outside the NSR countries and have an important impact in the area where they are implemented. Any NSR country can propose a project but the IRC committee recommends one project to the CC Board and the NSR Council Meeting for approval.
2. To present to the CC Board and the NSR Council Meeting interim reports, as if needed, on each on-going international project and also report on the final outcome of the projects in the NSR Council meeting.
3. To form a Project group for each international project and to oversee its work. The Project group is responsible for the successful result of each project. The IRC committee appoints a Project Manager for each project. The Project Manager shall inform the IRC committee on a regular basis on the progress of the Project.
4. To endeavour to find areas of cooperation between the NSR countries, and/or other countries, to enhance the international goals of NSR.
5. To carry out tasks and projects that the CC Board refers to the IRC committee.

## **2 Role of the IRD Chairperson**

The IRC committee is chaired by the IRC of the country where the next NSR meeting is held. This position is held for one year from July 1<sup>st</sup> to June 30<sup>th</sup> the following year.

Every Lions year the committee is chaired by the IRD of the country hosting the NSR Council Meeting. His role is called IRD Committee Chairperson. IRD meetings and seminars are prepared and chaired by the IRD Committee Chairperson in cooperation with members of the IRD committee.

It is the responsibility of the chairperson to prepare and chair IRC meetings and seminars and report progress of NSR projects to the CC board and the NSR Council meeting as needed. The IRD Committee Chairperson shall keep and maintain a record of all activities and meetings and at the end of his year as chairperson pass on these records to the next chairperson. At the end of the term the chairperson also informs the incoming IRC committee chairperson about on-going projects, project proposals and other relevant issues.

## **3 Work plan for the IRD committee**

In order to fulfil its Role the IRC committee should:

1. Communicate, via e-mail, phone, e-meetings, on a regular basis.
2. Meet at least once a year, in person, at the venue of the NSR Meeting. Minutes to be distributed to the CC Board and the IR committee within a month from the meeting.
3. Pending the approval of the CC Board, a second meeting can be called at the Europa Forum if needed.
4. Prepare and hold an IRC Seminar at the NSR Meeting in January if requested
5. Maintain a presence on the Internet open for all, Lions members and the public, to inform about NSR projects and the work of the IRC committee.
6. Inform the CC Board before each of its formal meetings about the progress of projects and other relevant issues.

## **4 Workshops in a NSR meeting**

The aim of the workshops is to be interactive and interesting, not reporting from the past. The outcome from every workshop should be presented on Saturday afternoon according to the common timetable.

Workshops should be arranged on the first day of the NSR Meeting. The purpose of the workshops is to give the participants that kind of knowledge that they can use in their Lions activities but also in everyday life. Therefore the workshops should be conducted by experts in the field of the workshop topic.

Every workshop must have chairperson, co-chairperson from NSR-OC and a secretary. The chairperson should prepare the workshop in a manner that the objective of the workshop can be easily understood by participants.

The topics of the workshops are created by the NSR-OC before October in preceding Lions year. The NSR-OC gives the proposal of the workshop topics to the CC Board before the CC Board Meeting during Europa Forum.

The chairperson and the secretary are responsible for making a report of the workshop and present it on Saturday during NSR Meeting. The chairperson is also responsible for publishing the report onto the organizers home page.

## **5. DG elect training during a NSR meeting**

It is possible to organize a DG elect training during a NSR meeting. The group leader in the next International Convention is responsible for the training. DG elect training could take place either on Friday afternoon or on Sunday morning depending on the travel schedules.

VCC training should be organized as well. The purpose of the training is to familiarize the VCC Group to the knowledge of NSR affairs. Training could be arranged on Friday evening or Sunday morning.