

Responsibilities of Evaluation International Directors

- Directors of EI are involved in the decision making processes affecting a technical association which evaluates instruments for measurement and control. Directors will meet with other staff from related industries and have the opportunity to network on matters relating to industrial instrumentation, safety and monitoring and control. Directors will also have increased opportunities to make contacts with instrument manufacturers and to learn about new developments in measurement and control. EI has sister organisations in France (EXERA) and The Netherlands (WIB) and the EI Chairman and Manager attend annual meetings with both organisations and with the German association, NAMUR. Thus, EI Board members are regularly updated on European developments relating to instrumentation.
- The primary function of an EI Director is to ensure that EI is operated in full accordance with its Memorandum and Articles of Association and, collectively, to report annually to the members on the performance of the Company. There are usually 5 or 6 Board meetings a year. Two of these are held in conjunction with the two Technical Panel meetings (usually the afternoon before). A third meeting is purely formal and is held after the AGM to elect the Chairman for the year - and takes no more than a few minutes. The remaining meetings are held at locations agreed in advance. All the necessary papers are circulated in advance by e-mail.
- EI is managed by Abacus Communications Ltd under a Consultancy Agreement. EI employs no staff and Abacus provides the EI Manager (currently Greg Ward), Marketing and Events Executive (currently Lucy Botting) and Administrator (currently Carol Smith). Abacus is responsible for office rental, computer equipment, postage and telephones and therefore the EI accounts are simplified accordingly. EI owns no equipment as all furniture and computers are the property of Abacus. The EI accounts are compiled by the Administrator and, at every normal Board meeting, the latest management accounts are scrutinised and any questions arising are asked of the Manager who attends each Board Meeting. Abacus employs an accountant to scrutinise the accounts, prepare an independent report and prepare the final accounts for the annual report. Because of its size, it is not necessary for EI to employ a qualified auditor and, at the 2005 AGM, members decided that this was an unnecessary expense which has now been terminated.
- Greg Ward is Company Secretary and advises the Board on matters relating to Company law and the Articles of Association. The current Board Members are Chris Barr, Chairman; Adrian Hill, BAE Systems; Paul Kaine, EDF Energy Generation Ltd; Chris James, Rolls-Royce Submarines; and Alun Thomas, Consultant. It has become traditional that Board members' companies cover the cost of attendance at Board meetings although reimbursement can be given when this is not so.
- The main activity of the Technical Panel Chairman is to conduct the Panel meetings. This particularly involves keeping an eye on the progress of projects and any other matters arising from Board meetings which should be reported to members. The current Technical Panel Chairman is not a member of the EI Board, but does receive copies of the Board Minutes.
- Thus, the obligation on an EI Board Director is to attend Board meetings on about five occasions per year and to attend to the necessary paperwork to be informed of the technical and financial position of EI. In between the Board meetings, a director can expect to receive a few e-mails from the EI Manager and Secretary and perhaps other Directors. These will be mainly for information but occasionally a view will be sought on a particular issue between Board meetings.
- EI Directors may on occasions visit potential members as part of the process of encouraging them to join and represent EI, in conjunction with the EI Manager, at project start-up meetings.