General information

The board of the Association consists of a chairperson and a minimum of two and a maximum of ten members. Catalysti has usually had boards of five or six members. According to Catalysti Bylaws, board members are in charge for one year.

Board members are voted once a year by the Annual General Meeting (AGM). The AGM votes for the chairperson. The other roles (vice-chairperson, treasurer, secretary) are decided amongst board members during the first board meeting. After the AGM, the new board members and their respective roles (chairperson, vice-chairperson, treasurer, secretary) have to be communicated to the Registration authority (Rekisterihallitus).

All board members are supposed to be available and join the board meetings (about 6-7 meetings per year, of 2 hours each). The board is quorate when at least a half of its primary members, including the chairperson or the vice-chairperson, are present.

Every board member is responsible for the board actions and will have to sign the financial document approved by the accountant at the end of the year (in practice during the following spring, January-May). The document is needed for the auditor for the final approval, and both documents are needed to hold the next AGM.

Board roles and tasks

Here there is a short description of the tasks (sources Yhdistyslaki, Loimu):

Chairperson

The chairperson is responsible for the general strategy of the organization. They call the board meetings and prepare the meeting's agenda. The agenda should review and approve budget expenditures, revenue resources and organizational needs and concerns. The chairperson sits at the head of board meetings, sets and runs the meeting. They keep contacts with other organizations and funding bodies, and have the right to sign for the association.

Vice-chairperson

The vice-chairperson works with the chairperson and the board to define the mission of the organization. The vice-chairperson functions as chairperson each time the chair is not available or absent. They also have the right to sign for the association. Without the chairperson or the vice-chair, the board meeting cannot be held.

Treasurer

The association's treasurer's duties include payments, budgeting and monitoring the financials and money transfers of the association. They are responsible for reporting the financial affairs in the board meetings and working with the accountant for the association’s accounting matters.

Secretary

The secretary’s task is to document the association’s operations, e.g. to write the minutes of the board meetings. The meeting minutes are important as they are the legal record of each board meeting, and need to be signed by the chairperson and another board member. The association’s auditor will need all the signed meeting minutes and agendas at the end of the year.

Reserve (deputy) member

Reserve (deputy) members have to be available to replace the effective members, whenever they cannot attend the meetings. They can attend board meetings, but they don't have to. They have the same rights as the effective members in board meetings.