

Duties and Responsibilities of I-INCE Officers and Directors

Version Approved by the I-INCE Board of Directors 2019 June 15

Preamble (Effective date: June 2019)

All Officers and Directors of I-INCE are responsible for leading and guiding the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by monitoring the organizational and financial effectiveness of I-INCE and the INTER-NOISE Congresses. In addition to specific responsibilities associated with various Officer and Director positions described later in this document, all Officers and Directors are expected to become knowledgeable about the Rules, Bylaws, and Activities of I-INCE, as well as issues that are brought to the Board for discussion and action. Specific expectations of all Officers and Directors include the following:

1. Monitor and to the extent possible ensure prudent use of all I-INCE assets including fiscal assets, people who volunteer their time, and good will.
2. Recognize and disclose conflicts of interest and act in the best interests of I-INCE from their respective perspectives.
3. Monitor and ensure that I-INCE obeys applicable laws and regulations; follows its own Rules and Bylaws, and adheres to the stated purposes and mission of I-INCE.
4. Attend and actively participate in all meetings of the Board of Directors of I-INCE unless prevented from doing so by unusual circumstances.
5. Respond within a reasonable time to all email requests from the leadership of I-INCE, particularly to requests for electronic votes on urgent issues.

This document defines the duties and responsibilities of I-INCE officers and board members. There are many I-INCE meetings and functions that occur during an Internoise which various Officers and Board members should attend. Appendix A provides a table of these meetings and functions.

Although not an I-INCE officer or board member, an independent auditor reviews the I-INCE financial records annually. The duties of the auditor are defined in Appendix C.

President (Effective date: 2018 August 25)

1. The President is the Chief Executive Officer (CEO) of I-INCE. As CEO the President is the principal representative of I-INCE management to the I-INCE Member Societies and to the external world. The President is responsible for long-range planning from both the financial and strategic viewpoints, for guiding the activities of the I-INCE officers, for serving as the Institute's representative for all contacts with the outside world, and for performing such other duties as are normally handled by a CEO.
2. The duties of the President specifically include the following:
 - 2.1 Calls and presides at meetings of the Board and the General Assembly. May vote to break a tie. (Such meetings usually take place immediately before, during and after the annual INTER-NOISE Congresses). Is an ex-officio member of all committees of I-INCE.
 - 2.2 Reviews the agenda for meetings of the Board and the General Assembly, in consultation with the Secretary-General.
 - 2.3 Chairs the Executive Committee of the I-INCE Board.
 - 2.4 Serves as temporary chair of the Congress Selection Committee if the President-Elect is unable to preside at a meeting of the CSC.
 - 2.5 Reviews and approves all agreements, contracts and financial obligations before they are signed by the Secretary-General or Treasurer on behalf of I-INCE.
 - 2.6 Maintains liaison with, and advises the organizers of INTER-NOISE Congresses both directly and through the Congress Selection and Congress Planning Committees.
 - 2.7 Represents I-INCE, when appropriate, at meetings of other relevant organisations.
 - 2.8 Fully informs the officers and directors of the conditions and operations of I-INCE.
 - 2.9 Works with officers and directors to plan, formulate, and present to the Board those new policies that will further the goals and objectives of I-INCE.
 - 2.10 Appoints the members and chairpersons of standing and ad hoc committees, defines the purposes and duties of these committees, and monitors their progress.
 - 2.11 Reviews the organizational structure and policies of I-INCE during the President's term of office, and recommends appropriate modifications for consideration by the Board.
 - 2.12 Supports the policies and programs adopted by the Board and takes appropriate actions.
 - 2.13 Promotes the value of I-INCE membership to societies and professional organizations that are not currently I-INCE Member Societies.
 - 2.14 Presents a "State of the Institute" report at every INTER-NOISE Congress.
 - 2.15 Reviews the information on the I-INCE web pages relevant to the president's office and sends updated material and information about errors, dead links, etc., to the I-INCE Webmaster.
 - 2.16 Acts as a spokesperson for I-INCE, or specifically delegates the task, to all outside contacts, including the media.
 - 2.17 Represents I-INCE in all matters relating to its financial affairs, including the contracting of obligations within the approved budget.
 - 2.18 Performs such other duties as are considered incident to the office of President and CEO.

Secretary-General (Effective date: 2018 August 25)

1. The Secretary-General is the chief administrative officer of I-INCE, and is responsible for the general management and administration of I-INCE under the direction of the President. The Secretary-General is an Officer of the Board of Directors of I-INCE, a member of the Executive Committee of the I-INCE Board, and concurrently a member of the General Assembly.
2. The Secretariat, for which the Secretary-General is responsible, has the following duties:
 - 2.1 Maintains updated versions of the By-laws, Rules, and Guidelines of I-INCE and of its committees, and of the scopes of its Technical Study Groups.
 - 2.2 Keeps the current version of drafts, and eventually the final reports prepared by the Technical Study Groups.
 - 2.3 Maintains records of the meetings of the Board of Directors and of the General Assembly of I-INCE.
 - 2.4 Maintains the master database of the Board of Directors, the Congress Selection Committee, the Future Congress Technical Planners, the Technical Study Groups, and of the Member Societies. For members of the Board and the Chairs of the I-INCE committees and study groups, the database should include e-mail addresses and optional telephone numbers. For other members of the I-INCE committees and study groups, the database should include the person's name and at least an e-mail address. For Member Societies, the database should include the website plus name, e-mail address, at least one contact number for the Member Society and for one of its officers. These duties may be delegated to the Vice President for Communications and Webmaster.
 - 2.5 Provides materials for posting on the I-INCE web site to the I-INCE Webmaster.
 - 2.6 Handles the paperwork for applications for membership and changes in membership status.
3. The Secretary-General interacts with the Board of Directors and the General Assembly as follows:
 - 3.1 Advises the President on the agenda for Board and General Assembly meetings. Ensures that the President circulates notices of meetings and their agenda, or does this at the request of the President.
 - 3.2 Is responsible for preparing minutes of Board meetings, and for circulating them to members of the Board in a timely manner. Is responsible for preparing minutes of General Assembly meetings, and circulating them to the Member Societies in a timely manner.
 - 3.3 In consultation with the Vice-President for Technical Activities, circulates proposals for new work items and final drafts of technical group reports to the Member Societies and the Board of Directors as appropriate for ballot.
 - 3.4 Reports to the Board of Directors, and to the General Assembly when appropriate, on actions of the Secretariat since the previous meeting. This includes results of ballots to Member Societies, applications from prospective Member Societies, and other significant correspondence.

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- 3.5 Circulates the database of contact information, or appropriate parts thereof, to the President, Treasurer or other officers upon request.
4. The Secretary-General interacts with the various INTER-NOISE Congress Organizing Committees as follows:
 - 4.1 Assists the President in negotiating an agreement with the selected Member Society to host the annual INTER-NOISE congress three years ahead of the date of the congress. Circulates the Instructions for INTER-NOISE Congresses and Congress Evaluation Committee reports to upcoming congress organizing committees.
 - 4.2 Invites the presidents of the next two INTER-NOISE Congresses to attend the Board of Directors meeting and General Assembly meeting in the intervening years between selection of the congress venue and the congress to report progress of congress organization.
 - 4.3 Arranges with the congress organizing committee for meeting rooms for the Board of Directors and General Assembly meetings. Also, works on behalf of the Board of Directors to arrange social events for the Board with the congress organizing committee and to resolve any difficulties that might arise for Board members attending the administrative meetings of I-INCE.
 - 4.4 Advises and supports the congress organizing committee and Future Congress Technical Planners as needed.

Treasurer (Effective date: 2019 June 15)

1. The Treasurer is the chief financial officer of I-INCE and is responsible for the finances of I-INCE under the direction of the President. The Treasurer is an Officer of the Board of Directors of I-INCE, a member of the Executive Committee of the I-INCE Board, and concurrently a member of the General Assembly.
2. The Treasurer has the following specific duties:
 - 2.1 Maintains the financial records of income and expenditure on a continuing basis, and pays the bills of I-INCE as they become due.
 - 2.2 Sends invoices for payment of annual dues to Member Societies no later than February 15 of the year for which the dues are payable. If dues are not received by April 15, a past-due reminder shall be issued. If payment is not received by October 15 of that year, this matter shall be reported to the Board at its next meeting along with proposed actions.
 - 2.3 Receives funds for the support of I-INCE activities
 - a) from the organizers of an INTER-NOISE Congress, normally within three (3) months of the end of the Congress. (The amount of this fee is determined by the Board with the approval of the General Assembly, and included in the registration fee for the Congress.), and
 - b) from other relevant sources and organisations.
 - 2.4 Reports on the current financial situation at each meeting of the Board. This report shall include specific information on the record of payment of dues by the Member Societies, and recommendations concerning action to be taken of any delinquent accounts.
 - 2.5 Provides the Board with an audited report of the accounts for the previous year. The audited accounts are also reported to the General Assembly.
 - 2.6 Prepares a budget for the forthcoming year, and presents this for review and approval at the annual meeting of the Board. This budget, as amended if necessary, is reported also to the General Assembly.
 - 2.7 Alerts the Board to any anticipated financial problems that might occur in future years.
 - 2.8 Provides financial oversight of the Noise News International (NNI) publication in accordance with I-INCE Board direction.

President-Elect (Effective date: 2018 August 25)

1. The President-Elect is an Officer of the Board of Directors of I-INCE, a member of the Executive Committee of the I-INCE Board, and concurrently a member of the General Assembly
2. The I-INCE President-Elect shall succeed the I-INCE President as CEO of the Institute at the conclusion of the President's term. The I-INCE President-Elect shall succeed earlier in the event that the President is incapacitated as determined by the Board, and may if necessary, temporarily preside at the request of the President.
3. During his or her service in office, the President-Elect:
 - 3.1 Chairs the Congress Selection Committee and works with the Congress Selection Committee Secretary to prepare for the meeting. Approves the agendas for the meetings and previews the proposals received for future congresses to ensure that they are in compliance with requirements,
 - 3.2 Participates in the meetings of the Board and General Assembly,
 - 3.3 Participates with the Future Congress Technical Planners and other activities in conjunction with the VP Technical Activities,
 - 3.4 Serves on task forces and undertakes other assignments as requested by the President,
 - 3.5 Reports to the I-INCE Board at its annual meeting on all activities undertaken during the year.

Immediate Past President (Effective date: 2018 August 25)

1. The I-INCE Immediate Past President is an Officer of the Board of Directors of I-INCE, a member of the Executive Committee of the I-INCE Board, and concurrently a member of the General Assembly.
2. The Immediate Past President facilitates the transition of I-INCE leadership to the next President at the beginning of their term, and continues to advise the President as requested.
3. During his or her service in office, the Immediate Past President:
 - 3.1 Chairs the Nominating Committee.
 - 3.2 Participates in the meetings of the Board and General Assembly.
 - 3.3 Serves on task forces and undertakes other assignments as requested by the President.
 - 3.4 Reports to the I-INCE Board at its annual meeting on all activities undertaken during the year.

Vice President Asia-Pacific (Effective date: 2019 June 15)

1. The I-INCE Vice President Asia-Pacific is an Officer of the Board of Directors of I-INCE, is concurrently a member of the General Assembly, and is responsible for representing I-INCE interests in the Asia-Pacific region.
2. To carry out this responsibility, the I-INCE Vice President Asia-Pacific:
 - 2.1 Represents I-INCE to the noise and vibration control communities within the Asia-Pacific region and especially within the individual I-INCE Member Societies in this region.
 - 2.2 Provides liaison between I-INCE and the Wespac organization and other regional organizations in the Asia-Pacific region.
 - 2.3 Coordinates I-INCE activities on noise policy within the Asia-Pacific region.
 - 2.4 Serves as a member of the Congress Selection Committee and provides liaison between that committee and the individual I-INCE Member Societies in the Asia-Pacific region.
 - 2.5 Serves on the International Advisory Committee for those Congresses to be held in the Asia-Pacific region.
 - 2.6 Reviews the information on the I-INCE web pages relevant to the VP Asia-Pacific office and sends updated material and information about errors, dead links, etc., to the I-INCE Webmaster.
 - 2.7 Searches for opportunities for new Member Societies, International I-INCE Sustaining Members, and International INCE Institutional Members in the Asia-Pacific region.
 - 2.8 Serves as Asia-Pacific Editor to provide material for *NOISE/NEWS International*.
 - 2.9 Works in close collaboration with the I-INCE President in the discharge of the above responsibilities.
 - 2.10 Reports to the I-INCE Board at its annual meeting with a written summary of all matters related to Asia-Pacific affairs, emphasizing any required Board action. Appendix B provides a list of items required in the report.
 - 2.11 Participates in meetings of the I-INCE Board and General Assembly.

Vice President Europe-Africa (Effective date: 2019 June 15)

1. The I-INCE Vice President Europe-Africa is an Officer of the Board of Directors of I-INCE, is concurrently a member of the General Assembly, and is responsible for representing I-INCE interests in Europe and Africa.
2. To carry out this responsibility, the I-INCE Vice President Europe-Africa:
 - 2.1 Represents I-INCE to the noise and vibration control communities within Europe and Africa and especially within the individual European and African acoustical societies.
 - 2.2 Coordinates activities with the European Acoustics Association (EAA) and its Technical Committee on Noise and other regional organizations in Europe and Africa.
 - 2.3 Coordinates I-INCE activities within Europe and Africa on noise policy.
 - 2.4 Represents I-INCE to the European Union on matters related to EU noise policy. Coordinates with the President of I-INCE and represents I-INCE on other relevant international bodies with headquarters in Europe, for example WHO.
 - 2.5 Serves as a member of the Congress Selection Committee and provides liaison between that committee and the individual I-INCE Member Societies in the Europe-Africa region.
 - 2.6 Serves on the International Advisory Committee for those Congresses to be held in the Europe-Africa region.
 - 2.7 Reviews the information on the I-INCE web pages relevant to the VP Europe-Africa's office and sends updated material and information about errors, dead links, etc., to the I-INCE Webmaster.
 - 2.8 Searches for opportunities for new Member Societies, International I-INCE Sustaining Members, and International INCE Institutional Members in the Europe-Africa region.
 - 2.9 Serves as Europe-Africa Editor to provide material for *NOISE/NEWS International*.
 - 2.10 Works in close collaboration with the I-INCE President in the discharge of the above responsibilities.
 - 2.11 Reports to the I-INCE Board at its annual meeting with a written summary of all matters related to Europe-Africa affairs, emphasizing any required Board action. Appendix B provides a list of items required in the report.
 - 2.12 Participates in meetings of the I-INCE Board and General Assembly.

Vice President Pan-America (Effective date: 2019 June 15)

1. The I-INCE Vice President Pan-America is an Officer of the Board of Directors of I-INCE, is concurrently a member of the General Assembly, and is responsible for representing I-INCE interests in Pan-America.
2. To carry out this responsibility, the I-INCE Vice President Pan-America:
 - 2.1 Represents I-INCE to the noise and vibration control communities within the Pan-American region and especially within the individual I-INCE Member Societies in this region.
 - 2.2 Provides liaison between I-INCE and regional organizations in Pan-America, e.g. the Ibero-American Federation of Acoustics.
 - 2.3 Coordinates I-INCE activities on noise policy within the Pan-American region.
 - 2.4 Serves as a member of the Congress Selection Committee and provides liaison between that committee and the individual I-INCE Member Societies in the Pan-American region.
 - 2.5 Serves on the International Advisory Committee for those Congresses to be held in the Americas.
 - 2.6 Reviews the information on the I-INCE web pages relevant to the VP Pan-America's office and sends updated material about errors, dead links, etc. to the I-INCE Webmaster.
 - 2.7 Searches for opportunities for new Member Societies, International I-INCE Sustaining Members, and International INCE Institutional Members in the Pan-American region.
 - 2.8 Serves as Pan-American Editor to provide material for *NOISE/NEWS International*.
 - 2.9 Works in close collaboration with the I-INCE President in the discharge of the above responsibilities.
 - 2.10 Reports to the I-INCE Board at its annual meeting with a written summary of all matters related to Pan-American affairs, emphasizing any required Board action. Appendix B provides a list of items required in the report.
 - 2.11 Participates in meetings of the I-INCE Board and General Assembly.

Vice President Development and Outreach (Effective date: 2019 June 15)

1. The I-INCE Vice President Development and Outreach is an Officer of the Board of Directors of I-INCE, is concurrently a member of the General Assembly, and is responsible for identifying outreach and development concepts and content to achieve the goals and fulfill the mission of I-INCE and to be implemented on the appropriate communications media. The VP Development and Outreach will not necessarily be directly responsible for generating the content but will identify and coordinate with individuals that can provide content and will collaborate with VP Technical Activities and VP Communication and provide recommendations to the President and the Board.
2. These activities include but are not restricted to development of:
 - 2.1 Communications Content Ideas and Sources
 - 2.2 Online and On-demand Plenary Presentations (WebTV)
 - 2.3 Online and On Demand Symposia material – publication and presentation
 - 2.4 Wide Focus Outreach Presentations, Publications, Tools
 - 2.5 Programs for Schools
 - 2.6 Collaboration with Industry
 - 2.7 Development of Summer School or similar with a focus on noise control engineering
 - 2.8 Outreach Toolkits
3. Prepares, updates and monitors the implementation of the Strategic Plan of I-INCE in collaboration with the I-INCE President and Vice Presidents.
4. Provides general supervision, review, and steering of the Noise News International (NNI) publication in accordance with I-INCE Board direction.
5. Works in close collaboration with the I-INCE President and VP Technical Activities in the discharge of the above responsibilities.
6. Reports to the I-INCE Board at its annual meeting with a written summary of all matters related to development, emphasizing any required Board action.
7. Participates in meetings of the I-INCE Board and General Assembly.

Vice President Technical Activities (Effective date: 2018 August 25)

1. The I-INCE Vice President Technical Activities is an Officer of the Board of Directors of I-INCE, is concurrently a member of the General Assembly, and is responsible for monitoring and coordinating the technical activities of the Institute.
2. To carry out this responsibility, the I-INCE Vice President Technical Activities:
 - 2.1 Monitors and coordinates the activities of the Technical Study Groups approved by the I-INCE Board and authorized by the I-INCE General Assembly; provides guidance, as appropriate, to the conveners of the Technical Study Groups.
 - 2.2 Reviews proposals for technical activities including the formation of new Technical Study Groups and ad hoc technical committees or task forces; reviews proposals for symposia or workshops in the I-INCE Symposium Series; recommends action on such proposals to the I-INCE Board.
 - 2.3 Coordinates the technical programs of INTER-NOISE Congresses via the Future Congress Technical Planners (FCTP) meetings; appoints advisors to FCTP and serves as organizing and managing co-chair of FCTP meetings.
 - 2.4 Reviews the information on the I-INCE web pages relevant to technical activities and sends new and updated material, as well as information about errors, dead links, etc., to the I-INCE Webmaster.
 - 2.5 Coordinates the activities for young professionals, including travel grants and workshops; maintains and updates the I-INCE web pages on this topic in collaboration with the I-INCE Webmaster.
 - 2.6 Works in close collaboration with the I-INCE President in the discharge of the above responsibilities.
 - 2.7 Reports to the I-INCE Board and General Assembly at their annual meetings with a written summary of all matters related to I-INCE technical activities, emphasizing any required Board action.

Vice President Communications and Webmaster (Effective date: 2018 August 25)

1. The I-INCE Vice President Communications and Webmaster is an Officer of the Board of Directors of I-INCE, is concurrently a member of the General Assembly, and is responsible for disseminating web-based information on the activities of I-INCE.
2. To carry out this responsibility, the I-INCE Vice-President Communications and Webmaster:
 - 2.1 Is the focal point for collecting the information that is to be distributed to I-INCE Member Societies through the I-INCE website.
 - 2.2 Is the point of contact for receiving reviews of the information on the I-INCE web pages relevant to other activities by the other I-INCE VPs and officers and includes such updated information on the I-INCE website.
 - 2.3 Coordinates website activities and updates and keeps the website up to date with information received for I-INCE VPs and officers.
 - 2.4 On a regular basis requests contact and web link information from Member Societies to update the contact and web link information posted on the website.
 - 2.5 Provides an internal governance and records area on the website, restricted to access by Board members and other authorized persons, and that contains all the policies, guidelines, agreements and other relevant documentation for the ongoing operation of the I-INCE.
 - 2.6 Identifies an assistant webmaster who has full access and understanding of the website and can provide the services of webmaster if the VP Communications and Webmaster is unavailable.
 - 2.7 Works in close collaboration with the I-INCE Secretary General, I-INCE VP Development and Outreach and the I-INCE President in the discharge of the above responsibilities.
 - 2.8 Reports to the I-INCE Board and General Assembly at their annual meetings with a written summary of all matters related to communications and website issues, emphasizing any required Board action.

Vice President Rules and Governance (Effective date: 2018 August 25)

1. The I-INCE Vice President Rules and Governance is an Officer of the Board of Directors of I-INCE, is concurrently a member of the General Assembly, and is responsible for monitoring the revision, updating, and maintenance of the latest versions of the articles of governance of the Institute. These articles include, but are not limited to, the rules, bylaws, policies, guidelines, functions of officers and directors, vision, goals, mission, principles, and strategic plan.
2. To carry out this responsibility, the I-INCE Vice President Rules and Governance:
 - 2.1 Monitors the Institute's rules, bylaws and other documents related to governance to assess the need for revision and updating.
 - 2.2 Works with the appropriate officers and directors on drafts of the revised and updated documents.
 - 2.3 Edits to maintain consistency and compatibility among the several documents of the governance.
 - 2.4 Following approval by the President, sends recommendations on changes to governance documents to the Secretary-General for distribution to the members of the Board for approval.
 - 2.5 In collaboration with the Secretary-General and Webmaster, ensures that all the relevant rules, by laws and General Assembly documents are on the open access website and that all internal governance policies, guidelines, and documents are up to date in the restricted board access part of the website.
 - 2.6 Works in close collaboration with the I-INCE President in the discharge of the above responsibilities.
 - 2.7 Reports to the I-INCE Board and General Assembly at their annual meetings with a written summary of all matters related to Rules and Governance undertaken during the year emphasizing any requiring Board action.

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Director Representing a Past INTER-NOISE Congress (Effective date: 2018 August 25)

1. The I-INCE Director representing a past INTER-NOISE Congress is concurrently a member of the General Assembly.
2. The Director has responsibilities on Board functions as follows:
 - 2.1 Serves as a member of the Congress Evaluation Committee.
 - 2.2 Participates in the meetings organized by the VP Technical Activities for the Future Congress Technical Planners.
 - 2.3 Participates in the meetings of the I-INCE Board and General Assembly.
 - 2.4 Serves on task forces and undertakes other assignments as requested by the President.

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Director-at-Large (Effective date: 2018 August 25)

1. An I-INCE Director-at-Large is concurrently a member of the General Assembly and has flexible responsibilities that address specific needs identified by the President and/or I-INCE Board.
2. These responsibilities include, but are not limited to the following:
 - 2.1 Collaborates with the regional Vice-President from the region of the Director-at-Large on I-INCE matters pertaining to their geographic region.
 - 2.2 Participates in meetings of the I-INCE Board and General Assembly.
 - 2.3 Serves on task forces and undertakes other assignments as requested by the President.

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Distinguished Board Member (Effective date: 2018 August 25)

1. A Distinguished Board Member is a one-year appointment approved by the Board of Directors.
2. The Distinguished Board Member has responsibilities on Board functions as follows:
 - 2.1 Participates in the meetings of the I-INCE Board and General Assembly.
 - 2.2 Serves on task forces and undertakes other assignments as requested by the President.

Appendix A: Summary of I-INCE Officers and Board of Directors Activities during an Internoise

This table indicates the obligations for participation by I-INCE officers and Board members. In addition to these obligations all I-INCE officers and board members are welcome (and encouraged) to attend all of the meetings with the exception of the pre-board meeting on Friday afternoon.

	Executive Committee (Friday afternoon)	Congress Selection Committee (Saturday morning)	I-INCE Board Meeting (Saturday afternoon) Followed by Board Dinner	Pre-Future Congress Technical Meeting (Sunday Morning)	General Assembly (Sunday Afternoon)	Young Professionals Workshop (Monday or Tuesday TBD)	Future Congress Technical Planning Meeting (Wednesday afternoon)	I-INCE Board Meeting (Wednesday afternoon) Followed by Board Dinner
President	X	Non-voting	X	X	X	X		X
Immediate Past President	X		X		X			X
Secretary General	X	Non-voting	X		X			X
Treasurer	X		X		X			X
President Elect	X	Chair	X		X			X
VP Asia-Pacific		Member	X		X			X
VP Europe-Africa		Member	X		X			X
VP Pan America		Member	X		X			X
VP Development and Outreach			X		X			X
VP Communications and Webmaster			X		X			X
VP Rules and Governance			X		X			X
VP Technical Activities			X	Chair	X	Chair	Chair	X
Director Internoise-3			X	X	X		X	X
Director Internoise-2			X	X	X		X	X
Director Internoise-1			X	X	X		X	X
Director at Large			X		X			X
Distinguished Board Member			X		X			X

Appendix B: Summary of Requirements for Regional VP Annual Reports

Annual regional reports should include the following:

- A list of current member societies and their current status
- News and Events for each member society, including:
 - Brief overview of the society and its mission
 - Current leadership and contact information
 - Conferences and other meetings of interest held over the previous year
 - Significant awards given
- Other news and past and upcoming events from the Region
- Actions taken to encourage and assist new member applications

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Appendix C: Independent Auditor

Per the I-INCE by-laws an independent auditor of the Institute's financial records shall be selected by the President and approved by the Board of Directors for a specified term of engagement. Duties of the auditor include ensuring:

- a. correctness and completeness of bookkeeping,
- b. documentation and appropriateness of all expenditures, and
- c. real existence and availability of all equities

These items are to be summarized in a short annual report, signed by the auditor and provided to the I-INCE president for distribution to the Board.