



Terms of Reference (TOR)

for

TIEMS Directors, Officers and Secretariat

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1. Introduction

It is to be considered an honour to serve as a member of TIEMS Board, either as an elected Director or appointed Officer. All TIEMS Directors and Officers are expected to take an active part in developing TIEMS and perform their duties according to the Terms of Reference (TOR) below for the different positions.

All Directors, Officers and those standing for election or appointment shall become familiar with these Terms of Reference. If a Director, Officer, or candidate feels they cannot fulfil the duties according to the TOR for the position they hold or seek, it is understandable and acceptable, but it is then advised that they withdraw from the position or from standing for election or appointment.

The following TIEMS Directors form the TIEMS Board of voting members:

- 1 **President**
- 2 **Vice President**
- 3 **Secretary & Chair of the Advisory Board**
- 4 **Treasurer**
- 5 **Director for International Relations**
- 6 **Director for Membership and Chapters**
- 7 **Regional Director for Europe**
- 8 **Regional Director for Asia**
- 9 **Regional Director for North America**
- 10 **Regional Director for Middle East and Africa**
- 11 **Regional Director for Australia, New Zealand & Oceania**
- 12 **Regional Director for Latin America & Caribbean (Vacant)**

The following Officers form the TIEMS Advisory Board and the TIEMS Board non-voting members:

1. **Chair of the International Program Committee**
2. **Chair of the Paper Review Committee**
3. **Editor for Proceedings**
4. **Editor for Newsletter**
5. **Editor for Social Media**
6. **Officer for Sponsorship, Partnership & Exhibitors**
7. **Officer for Task Force Groups Activities**
8. **Asia Secretariat/Beijing Office Officer**
9. **Editor for Web-site (Vacant)**

TIEMS has a registered office in Brussels at Rue Des Deux Eglises 39 B - 1000 Brussels, Belgium, with a Secretariat function. This Secretariat is operated by the Squaris Company with which TIEMS has an agreement for performing certain tasks within a limited amount of hours per month. The Secretariat will do administrative TIEMS tasks and support the Directors and Officers and chapters in their duties for TIEMS. The agreed tasks of the TIEMS Secretariat are described in the TOR.



2. General

The TIEMS Directors and Officers are the foremost representatives of TIEMS, and they shall act in the best interest of the society, avoiding any conflict of interest. They shall represent TIEMS in a positive and inclusive way globally, thus being role models for new TIEMS members who might become future TIEMS Directors or Officers. The TIEMS Directors and Officers shall be well aware of the TIEMS Mission Statement, Bylaws, Code of Conduct, and Guidelines and Procedures, and they shall represent the society by acting in accordance with these.

All TIEMS Directors and Officers have duties and rights as described below, and they shall perform their duties and claim their rights in a self-driven manner, according to set and agreed schedules, without having to be reminded. Any Director or Officer finding it difficult to fulfil his/her duties shall inform the President, and together with him/her find a solution, either by finding others to do their duties, or by resigning from their position, allowing a new person to fill their role.

Most communication between the Board members and with the TIEMS Secretariat will be by e-mail. E-mails from other Board members or the TIEMS Secretariat should be responded to as soon as possible, and not later than within one week, or at least by automatic response indicating the date when an answer can be expected.

Because the TIEMS Board meets face-to-face primarily once a year during the TIEMS annual conference, many Board decisions during the year will be made by electronic voting. All Directors are expected to take part in all voting issues, and show their opinion by voting either yes or no or abstaining from voting on the actual issue. In addition, they can express their opinion or propose changes if so invited. Taking part in voting issues assures that the Directors and Officers are informed of all TIEMS decisions, guidelines, and procedures, and that they are active participants in the development of the society.

All Directors and Officers shall prepare an annual working plan and report on progress according to this plan in the annual report. The working plan should be presented to the TIEMS Board before the Annual General Meeting. All Directors and Officers should try to attend the annual conference and as many TIEMS workshops and conferences around the world as possible, in order to be present when important TIEMS issues are discussed and concluded and to meet TIEMS members personally.

All TIEMS Directors and Officers shall try to recruit new TIEMS members globally and actively pursue establishing worldwide chapters to achieve a large and active global TIEMS network in accordance with the TIEMS Mission.

All Directors and Officers should inform the TIEMS Secretariat of their activities, and use the Secretariat in their work as much as possible. This will help the Secretariate be effective, and it will also give Directors and Officers more time to concentrate on TIEMS long term development.



3. TOR for the President

The President shall be the Chief Executive Officer of the society and shall, subject to the oversight of the TIEMS Board, supervise and control the affairs of the society and the activities of the Directors, Officers, and the TIEMS Secretariat. The President shall perform all duties associated with the office and such other duties as may be required by law, by the Bylaws, or which may be prescribed from time to time by the TIEMS Board.

Unless another person is specifically appointed as Chairperson of TIEMS Board, the President shall preside at all meetings of the TIEMS Board, and at all meetings of the members.

Except as otherwise expressly provided by law, or by the Bylaws, the President shall, in the name of the society, execute such deeds, mortgages, bonds, contracts, checks, or other instruments, as authorized by the TIEMS Board.

The President's key duties and responsibilities shall be:

- To provide leadership to the Emergency Management profession, the TIEMS Board and the TIEMS membership
- To represent TIEMS and the profession, in a variety of fora
- To support TIEMS and its policies internally and externally
- To exercise the governing authority of the TIEMS Board when advised to do so by the TIEMS Board
- To plan and chair the TIEMS Board and Annual meetings, including meeting agenda preparation in consultation with the Secretary
- To act as the main liaison between the TIEMS Board and the rest of the TIEMS organisation
- To enforce adherence to the TIEMS Mission and Bylaws, and to assure the integrity of the TIEMS Board process
- To initiate and lead the TIEMS Board's process of annual performance review of TIEMS
- To communicate with the membership on a regular basis
- To be responsible for the keynote speakers at the annual conference, in consultation with the TIEMS Board and the local host of the conference

4. TOR for the Vice President

In the absence of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President.

The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Bylaws or by any procedures approved by the TIEMS Board or by the Annual General Meeting, or as may be prescribed by the TIEMS Board.



The following specific duties shall be the responsibility and focus of the Vice President:

- ***TIEMS Endorsement Procedure***

Develop and maintain the TIEMS General Endorsement Policy and Procedure in cooperation with the TIEMS Secretary for approval by the TIEMS Board and follow up, evaluate and perform any endorsements in line with the approved procedure in cooperation with the President, Secretary and Treasurer.

- ***TIEMS Partnership Agreements***

Develop and maintain the TIEMS General Policy and Partnership Agreement Procedure, in cooperation with the TIEMS Officer for Sponsorship and Partnership, for approval by the TIEMS Board. Follow-up and formalize all partnership agreements with TIEMS partners according to the approved procedure in cooperation with the President, Secretary and Treasurer.

- ***TIEMS Sponsorship Agreements***

Develop and maintain the TIEMS General Policy and Sponsorship Agreement Procedure, in cooperation with the TIEMS Officer for Sponsorship and Partnership, for approval by the TIEMS Board. Follow-up and formalize all sponsorship agreements with TIEMS sponsors, in cooperation with the President and Treasurer, and actively recruit TIEMS sponsors.

- ***Contract for Exhibitors at TIEMS Annual Conferences***

Develop and maintain the TIEMS General Policy and Exhibition Contract in cooperation with the TIEMS Officer for Sponsorship and Partnership, to be used for all TIEMS annual conferences, for approval by TIEMS Board.

Formalize contracts with all exhibitors for the annual conferences, in cooperation with the Treasurer, the Secretary and the local host, and actively recruit exhibitors for the annual conference.

- ***TIEMS Task Force Groups and Alliances Policy and Plans***

Develop and maintain the TIEMS General Policy and activities for Task Force Groups and International Alliances with the TIEMS President and Board members and make the development plan, for approval by TIEMS Board and cooperation with the Treasurer, Secretary, and the Officer for Task Force Groups Activities.

5. TOR for the Secretary & Chair of the Advisory Board

The Secretary shall have the overall responsibility for the TIEMS Secretariat, and shall use the TIEMS Secretariat to perform the following TIEMS Secretary duties:



- Certify and keep at the TIEMS registration office the original or a copy of the Bylaws, as amended or otherwise altered to date
- Keep at the TIEMS registration office the record of minutes of all meetings of the TIEMS Board, of the Annual General Meetings and of any other formal meetings
- See to it that all notices are duly given in accordance with the provisions of the Bylaws of the society, or as required by law
- Exhibit at all reasonable times to any Director and Officer of the society, on request thereof, the Bylaws, the membership register, and the minutes of any meetings recorded
- In general, perform all duties associated with the office of Secretary, and such other duties as may be required by law, by the Bylaws of the society, or which may be assigned to the Secretary from time to time by TIEMS Board
- Create and maintain the TIEMS Policy Manual, which shall contain all TIEMS guidelines and procedures and policy documents, to be published and maintained on the TIEMS web-site in the member section
- Develop and maintain the TIEMS General Endorsement Policy and Procedure in cooperation with the TIEMS Vice President, for approval by TIEMS Board. Follow up, evaluate and perform any endorsements in line with the approved procedure, in cooperation with the President, Secretary and Treasurer
- Collect information for the TIEMS annual report from the TIEMS Directors and Officers, create the annual report, and send it to the TIEMS Board for approval. Issue the annual report and see that it is sent to the membership, and available at the Annual General Meeting in due time according to the Bylaws.

In case the TIEMS board decides the TIEMS Secretariat is not maintained, the above duties are to be rearranged to be performed by the Secretary himself/herself with support of other board members and external services.

As the TIEMS Chair of TIEMS Advisory Board he/she shall be responsible for the following duties:

- Based on TIEMS developments and needs, suggest functions and tasks TIEMS should maintain through appointment of Officers in the TIEMS Advisory Board
- Recruit experts which can be appointed as Officers and be members of the Advisory Board, and perform voluntary expert tasks and duties for TIEMS
- Maintain a dialogue with the Advisory Board members, and assist them, inspire them and encourage them in their work for TIEMS



- Propose termination of Officer members of the Advisory Board when the tasks and functions are no longer necessary, or are maintained through other functions or positions in TIEMS
- In general, perform all duties associated with the position and such other duties as may be required by law, by the Bylaws of the society, or which may be assigned to the Chair of TIEMS Advisory Board from time to time by the TIEMS Board

6. TOR for the Treasurer

The Treasurer has the overall responsibility for TIEMS funds and financial transactions, and shall use the TIEMS Secretariat to perform the following duties:

- Have charge and custody of, and be responsible for, all funds and securities of the society, and deposit all such funds in the name of the society in such banks, trust companies, or other depositories as shall be selected by the TIEMS Board
- Make annual income plan for the Society with detail income categories for the next year such as sponsorship, membership fee, program donation, field cooperation etc. Report the plan to the board for discussion and finally reviewed and approved by TIEMS Board
- Make annual budget plan for the Society with detail expense categories for the next year such as annual Conference, workshops, seminars, international events and its expenses, Secretariat office operations, etc. Report the plan to the board for discussion and finally reviewed and approved by TIEMS Board
- Make sure the total income in the income plan is higher than the total expenses in the budget plan. Treasurer is chiefly responsible to draw enough income for the TIEMS operation and to cut expenses without lowering the standard of the Society
- Receive, and give receipt for, monies due and payable to the society from any source whatsoever
- Disburse, or cause to be disbursed, the funds of the society as may be directed by TIEMS Board, taking proper vouchers for such disbursements
- Keep and maintain adequate and correct accounts of the society's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses
- Exhibit at all reasonable times the books of account and financial records to any Director or Officer of the society, or to his/her agent or attorney, on request thereof
- Render to the President and Directors and Officers, whenever requested, an account of any or all TIEMS financial transactions and of the financial condition of the society



- Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required report
- In general, perform all duties associated with the office of Treasurer, and such other duties as may be required by law, by the Bylaws of the society, or which may be assigned to him/her from time to time by TIEMS Board
- Make up the annual accounts and budget for the coming year for publishing in the Annual Report and presentation at the Annual General Meeting for approval
- In cooperation with the President, agree on a budget for the annual conference with the conference host, and follow up and present the final accounts for the annual conference after the event
- Maintain and further develop TIEMS Financial Procedures in line with the development of the society, and in accordance with the TIEMS Bylaws and the laws of the place of TIEMS registration.

In case the TIEMS Secretariat is not maintained, the above duties are to be performed by the Treasurer himself/herself with eventual assistance of other board members or external services.

7. TOR for the Director for International Relations

The Director for International Relations shall assist the President and the TIEMS Board in increasing TIEMS international standing, outreach and network by:

- Suggesting international activities and initiatives that can raise the international profile of TIEMS, and assisting and taking part in the follow up of those activities and initiatives that the TIEMS Board decides are to be explored and exploited
- Be the TIEMS “watch-dog” and observer on international political and commercial trends which may have an importance for TIEMS development, and inform and advise the President and the TIEMS Board of trends to follow or avoid, and international regions for TIEMS to become present in, or await presence
- Give advice and assist in establishment of TIEMS chapters worldwide, and maintain a dialogue with the chapter representatives
- Give advice and assist in the arrangement of TIEMS events worldwide
- Suggest articles and events to be covered in TIEMS newsletter
- Give advice on further development of TIEMS International Education, Training and Certification Programs



- Give advice on TIEMS international Research and Technical Development activities and possible funding of such activities
- Suggest experts to be appointed as members of TIEMS International Program Committee
- In general, perform all duties incident to his/her position and such other duties as may be required by law, by the Bylaws of the society, or which may be assigned to the Director from time to time by TIEMS Board

8. TOR for the Director for Membership and Chapters

The TIEMS Director for Membership and Chapters is responsible overall for the TIEMS membership database, and for communication with the TIEMS membership in general. The Director is also responsible for seeing to it that the formalities are maintained when establishing chapters, for approval of new chapters by the TIEMS Board. The Director shall use TIEMS Secretariat to perform these duties.

As the Director for Membership the following duties shall be performed:

- Register all new members in the membership database and advise them of their benefits of being a TIEMS member
- Keep a membership register containing the name and address of all members, and, in the case where any membership has been terminated, record such fact in the membership register together with the date on which such membership ceased
- Send out a reminder of renewal membership fee every year, and maintain the membership register accordingly
- Maintain and update the membership section on the TIEMS web-site, through the TIEMS web-master
- Answer all inquiries concerning membership, and guide new members on how to become a TIEMS member
- Write an annual report on membership every year for inclusion in the TIEMS annual report
- Send out relevant information to members upon the request from other TIEMS Directors and Officers, as long this is in accordance with TIEMS policy
- Suggest a policy and strategy for recruiting TIEMS future members, with proposed member benefits and membership fee policy to be approved by the TIEMS Board



- In general, perform all duties associated with the position and such other duties as may be required by law, by the Bylaws of the society, or which may be assigned to the Director for Membership from time to time by TIEMS Board

As TIEMS Director for Chapters the following duties shall be performed:

- Be responsible for proposing the strategy and policy for building a global TIEMS organisation and professional network, and for performing the formalization process of TIEMS Chapters
- In cooperation with the TIEMS President and the TIEMS Board, be responsible for maintaining and developing the TIEMS policy for developing TIEMS Chapters worldwide, and for expanding the TIEMS organisational network worldwide
- Be responsible for helping and guiding those who want to establish TIEMS Chapters, and lead the formalization process in the TIEMS Board
- Keep records of the TIEMS global organisation, and maintain and update the associated parts of the TIEMS web-site through the TIEMS web-master
- In general, perform all duties associated with the position and such other duties as may be required by law, by the Bylaws of the society, or which may be assigned to the Director for Chapters from time to time by the TIEMS Board

In case the TIEMS Secretariat is not maintained, the above duties are to be performed by the Director for Membership and Chapters himself/herself with eventual assistance of other board members or external services.

9. TOR for the Regional Directors

TIEMS has six Regional Directors, one for each of the world continents as defined below:

- Europe
- North America
- Middle East and Africa
- Asia
- Australia, New Zealand and Oceania
- Latin America and Caribbean (LAC).

The TIEMS Regional Directors shall reside in the relevant region and be responsible for initiating, stimulating and following up TIEMS activity in their region.

TIEMS Regional Directors shall:

- Be responsible for developing and maintaining a Regional Plan for establishing TIEMS activities in their region



- Establish a TIEMS Chapter in the country they reside, if one does not already exist
- Spread news about TIEMS in their region and develop relationships with the governmental, academic, commercial, and NGO emergency management community in their region
- Work with local hosts to arrange annual Conferences and Workshops to benefit members and the profession, spread news about TIEMS, recruit members, and stimulate local TIEMS activities
- Develop and maintain information about the region which the TIEMS web-master shall expose on the TIEMS web-site
- In general, perform all duties associated with the position and such other duties as may be required by law, by the Bylaws of the society, or which may be assigned to the Regional Directors from time to time by the TIEMS Board

10. TOR for the Chair of the International Program Committee

The Chair of the International Program Committee is appointed as a TIEMS Officer for a period of one year by the TIEMS Board to be a member of TIEMS Advisory Board, and to be a non-voting TIEMS Board member.

The Chair of the International Program Committee shall:

- Be responsible for developing and maintaining a plan in cooperation with the Secretary and Chair of the Advisory Board, to extend the TIEMS international Program Committee worldwide, and actively recruit members to the TIEMS International Program Committee.
- Develop and maintain a mandate for the International Program Committee in cooperation with the Secretary and Chair of the Advisory Board
- Keep in continuous dialogue with the members of the TIEMS International Program Committee, and involve them in the development of TIEMS events worldwide in cooperation with the Secretary and Chair of the Advisory Board
- Work with the TIEMS web-master to maintain and update web-site information on the International Program Committee members and mandate
- In general, perform all duties associated with the position and such other duties as may be required by law, by the Bylaws of the society, or which may be assigned to the Chair of the International Program Committee from time to time by TIEMS Board



11. TOR for the Chair of the Paper Review Committee

The Chair of the TIEMS Paper Review Committee is appointed as a TIEMS Officer for a period of one year by the TIEMS Board to be a member of TIEMS Advisory Board, and to be a non-voting TIEMS Board member.

The Chair of TIEMS Paper Review Committee shall:

- Develop, maintain and lead the Paper Review Committee and recruit qualified members to the Committee such that the best paper review is achieved
- Develop and maintain the mandate for the Paper Review Committee, distribute the papers to the members, and follow up such that the paper review process runs smoothly and according to the deadlines set
- Develop and maintain, on the TIEMS web-site through the TIEMS web-master, the Paper Review section of the Call for Papers for the Annual Conference, and the Instructions to Authors and the templates for papers and posters
- Suggest an effective paper review software tool to be implemented on the TIEMS web-site and maintained by the TIEMS web-master, with correct text and deadlines such that the paper review process runs professionally
- Communicate with all submitting authors about the result of the review and make up the program for the annual conference in cooperation with the President and the conference host
- Report to the Board after each annual conference about the quality of the review, and propose changes for the improvement of the paper review process
- Keep the chair of TIEMS-Rohrmann Student Support Fund Committee informed about the acceptance or rejection of any papers submitted for support by this fund
- Be responsible in cooperation with the Paper Review Committee members to select the best paper awards and the best student paper awards during the TIEMS Annual Conference
- In general, perform all duties associated with the position and such other duties as may be required by law, by the Bylaws of the society, or which may be assigned to the Chair of the Paper Review Committee from time to time by TIEMS Board

The Chair of the Paper Review Committee will also be one of the Editors of the Proceedings of the TIEMS Annual Conference. The other editor is the Chief Editor of the Proceedings, and the two shall find a good way to cooperate and share the workload so quality proceedings are produced in a timely manner.



12. TOR for the Editors

TIEMS has four editor positions which are appointed as a TIEMS Officers for a period of one year by the TIEMS Board, to be members of TIEMS Advisory Board and to be non-voting TIEMS Board members.

The four editor positions are:

- Editor for the Proceedings of TIEMS Conferences and Workshops
- Editor for the TIEMS Newsletter
- Editor for TIEMS on Social Media
- Editor for the TIEMS web-site (**Vacant**)

The TIEMS Editors shall:

- Propose a strategy and policy for the content and coverage for the four editor positions, get TIEMS Board approval, and distribute this strategy and policy to TIEMS membership and those who could make contributions in the different TIEMS communication channels
- Set deadlines for contributions to the conference/workshop proceedings and the newsletter issues, and communicate with the authors
- Edit the text, information and layout in the conference/workshop proceedings, newsletter, social media and web-site to insure high quality standards and compliance with TIEMS Mission and Bylaws
- In general, perform all duties associated with the position and such other duties as may be required by law, by the Bylaws of the society, or which may be assigned to the editors from time to time by TIEMS Board

The Editor for the Proceedings of TIEMS Conferences/Workshops will be assisted by the Chair of the Paper Review Committee, and the two shall find a good way to cooperate and share the workload so the proceedings are produced in a timely and quality manner.

13. TOR for the Officer for Sponsorship, Partnership & Exhibitors

The Officer for Sponsorship, Partnership & Exhibitors is appointed as a TIEMS Officer for a period of one year by TIEMS Board to be a member of TIEMS Advisory Board, and to be a non-voting TIEMS Board member.



The following general policy and agreement procedures are working guidelines for the Officer for Partnership, Sponsorship & Exhibitors:

▪ ***TIEMS Partnership Agreements***

Develop and maintain the TIEMS General Policy and Partnership Agreement Procedure in cooperation with the TIEMS Vice President, for approval by the TIEMS Board.

The Officer aims for initiating partnerships and exploits Research and Technology Development (RTD) programs involving TIEMS and TIEMS Chapters as partners:

- ✓ Involve TIEMS and TIEMS Chapters as consortium members in European or International proposals in order to be funded by public or private bodies
- ✓ Involve TIEMS members as experts in ongoing RTD programs and projects
- ✓ Motivate TIEMS Chapters to be involved in research and development projects by initiating and developing RTD project proposals
- ✓ In cooperation with the President, Secretary and Treasurer initiate partnership agreements with TIEMS partners in respect of established guidelines of chosen RTD programs. All these tasks, proposal writing and application, signature, follow-up, will be done by TIEMS Secretariat in cooperation with program coordinator.

▪ ***TIEMS Sponsorship Agreements***

Develop and maintain the TIEMS General Policy and Sponsorship Agreement Procedure in cooperation with the TIEMS Vice President, for approval by the TIEMS Board.

The Officer aims for using all possible means to recruit new sponsors, establishing contacts and evaluating the type of sponsorship wished by the involved company:

- ✓ Support the TIEMS Rohrmann Student Scholarship Fund, to support graduate students in their work and allow them to participate in TIEMS annual conferences
- ✓ Develop and maintain TIEMS defined levels of sponsorship (Bronze, Silver, Gold) and their benefits
- ✓ Other ad hoc agreed sponsorship based on the win/win principle
- ✓ In cooperation with TIEMS President and TIEMS Treasurer, propose sponsorship agreements to be formalized by the TIEMS Secretariat. After final signature, follow-up the contract with the assistance of the TIEMS Secretariat.

▪ ***Contract for Exhibitors at TIEMS Conferences***

With assistance of the TIEMS Secretariat, the officer will work with the hosts of TIEMS conferences and workshops to develop an exhibition strategy for the events, and actively recruit exhibitors for these events.



In cooperation with the TIEMS Vice President, the officer will develop and maintain the TIEMS General Policy in the field of Exhibition Contract, initiate and possibly formalize contracts with non-local exhibitors for the Annual conferences, in respect of rules and fees established by Annual conference organizer, and recruit exhibitors identified in TIEMS Partners and Sponsors list.

With respect to the above, the Officer shall actively recruit partners, sponsors and exhibitors:

- Prepare annual reminders to be sent by the TIEMS Secretariat to past sponsors
- Send information on partnerships and sponsorships information to be put on the TIEMS web-site to be by the TIEMS web-master
- Send out relevant information to TIEMS members on the Sponsorship and Partnership Policy
- Make up an Annual Report on Sponsorship and Partnership every year for the TIEMS Annual Report
- In general, performs all duties associated with the position and such other duties as may be required by law, by the Bylaws of the society on the topic, or which may be asked from time to time by TIEMS Board.

14. TOR for the Officer for Task Force Groups Activities

The Officer for Task Force Groups Activities is appointed as a TIEMS Officer for a period of one year by the TIEMS Board to be a member of TIEMS Advisory Board, and to be a non-voting TIEMS Board member.

The TIEMS Board has decided to establish the following TIEMS Task Force Groups. The ones marked with bold fonts in blue are established or under establishment:

1. Disaster Integrated Risk Assessment Task Force
2. Disaster Scenario Simulation and Preparedness Task Force
3. Emergency Response and On-site Life Rescue Task Force
- 4. Early Warning and Decision-making Sub-Task Force**
5. On-site Communication, Commanding and Coordination Sub-Task Force
- 6. Emergency Medical Care and Public Health Task Force**
7. Emergency Engineer Rescue and Equipments Task Force
8. Allocation of Homeless People and Disaster Recovery Task Force
9. Emergency Management and SAR Theory Task Force
10. High-Technology (Robots) and Applications Task Force
11. Disaster Case Analysis and Database Construction Task Force
- 12. Training, Exercise and Certification Task Force**

Each Task Force Group will comprise qualified TIEMS scientists in different fields. These groups could cooperate with UNOCHA, and/or with local emergency management government agencies, and directly participate in emergency operations. The Task Force Groups will also collaborate with international emergency management organizations, launch professional training, participate in academic discussions, engage in international exchange, and perform other important related work.



The following Task Force Groups have been established:

- The International Emergency Management Society (TIEMS) Emergency Medicine Task Force Group, named: **TIEMS Emergency Medical Committee (TEMC)**
- The International Emergency Management Society (TIEMS) Education, Training and Certification Task Force Group, **not active yet!**

The following Task Force Group is under establishment:

- Earthquake Early Warning Task Force Group

The Officer for TIEMS Task Force Groups Activities shall:

- Be responsible for following up the TIEMS Board decisions on Task Force Groups described above, and developing and maintaining a strategic plan, including capacity building of existing Task Force Groups, activating others the TIEMS Board decides to establish, and taking the initiative to establish new ones, depending on changing global needs
- Follow up and communicate with the management of the established Task Force Groups, and assist them in establishing plans and procedures for their operations, achieving their goals, and recruiting members to join the groups. Report to the TIEMS Board the status of the Task Force Groups on a regular basis
- Assist the Task Force Groups in reaching out to UNOCHA and/or local emergency management government agencies, to let these organizations know the experts and their availability to assist these organizations in an emergency
- Assist the Task Force Groups in establishing collaboration with international emergency management organizations with related work, launching professional training, participating in academic discussions, performing international exchange, and other important work related to the Task Force Group's work
- Report on the activities and the status of the Task Force Groups in TIEMS Annual Report every year
- In general, perform all duties associated with the position and such other duties as may be required by law, by the Bylaws of the society, or which may be assigned to the editors from time to time by TIEMS Board.

15. TOR for Asia Secretariat/Beijing Officer

The Asia Secretariat Officer is appointed as a TIEMS Officer for a period of one year by TIEMS Board to be a member of TIEMS Advisory Board, and to be a non-voting TIEMS Board member.

The Officer for Asia Secretariat shall:



- Be the contact person for the TIEMS Asia Secretariat and as such, coordinate with the TIEMS China Chapter and other TIEMS chapters in Asia for administrative support of these chapters
- Keep a directory of local members in the TIEMS Chapters in Asia Area, recruit new members, communicate with them on TIEMS matters, and encourage them to become TIEMS international members
- Coordinate with and promote the TIEMS International Emergency Industrial Company Alliance, recruit new members in this alliance, inform them about TIEMS worldwide activities, and encourage them to participate in TIEMS worldwide activities
- Take an active part in TIEMS Asia National Chapters activities and supporting education, training, certification and exhibition centres in emergency management and disaster response in China and Asia Area, and actively work with them to establish new centres in China and Asia Area. At present TIEMS is involved in the Hangzhou Centre and the Shenyang Centre.
- Support the TIEMS Regional Director for Asia in his/her tasks for promoting TIEMS in Asia and establishing new chapters in ASIA
- In general, perform all duties associated with the position and such other duties as may be required by law, by the Bylaws of the society, or which may be assigned to the editors from time to time by TIEMS Board

16. TOR for the Secretariat

TIEMS can contract an agreement with a private company to act as the TIEMS Secretariat, and the following list describes the tasks for the Secretariat:

Legal and Administrative Services:

- Act as the Secretariat for TIEMS
- Support necessary revisions and maintenance of TIEMS by-laws and structure in legal compliance with Belgian law
- Collect dues and other funds, make payments, maintain bank accounts, conduct financial management activities including regular reporting on TIEMS' financial matters, and provide support for the preparation of yearly accounts and budget in cooperation with the TIEMS Treasurer and the TIEMS bookkeeper
- Manage and monitor TIEMS membership in cooperation with the TIEMS Director for Membership
- Collect and maintain archives of TIEMS in cooperation with the TIEMS Secretary



- Assist in updating and maintaining the TIEMS web-site
- Support the establishment, follow-up, and activity monitoring for TIEMS Chapters in cooperation with the TIEMS Director for Chapters
- Support the TIEMS Newsletter Editors in collecting articles, etc. and assist in editing, producing, issuing and distributing the newsletter
- Support workshop and conference arrangements and agreements, including announcements, in cooperation with the TIEMS President
- Maintain and update the TIEMS marketing databases
- Collect annual reports from TIEMS Directors and Officers, and in cooperation with the TIEMS Secretary, make up the TIEMS Annual Report
- Make preparations for Board meetings and Annual General Meeting together with the TIEMS President and Secretary, participate in the Annual General Meeting and Board meetings during the Annual Conference, and prepare minutes thereof.

Information services:

- Establish and edit the News section on TIEMS website

Representation and other services:

- Support establishment and the maintaining of relations with the European Commission
- Assist TIEMS President in all sponsorship and partnership procedures and agreements
- Assist the TIEMS President in establishing a TIEMS Council and promoting this forum as an advocacy forum for global emergency and disaster management
- Assist in establishing programs for education, training and certification in the field of emergency and disaster management and response, especially in liaising with relevant European Commission services and other relevant authorities and organizations worldwide

In general, perform all duties associated with the Secretariat position and such other duties as may be required by law, by the Bylaws of the society, or which may be assigned to the Secretariat from time to time by TIEMS Board.



17. Revision of this TOR Document

This document will be revised every year after the Annual Meeting on the initiative of the TIEMS President. All Directors and Officers and the Secretariat shall be involved in the revision of their duties and rights. The document shall be approved by the TIEMS Board and the content of the document shall be published on the TIEMS web-site to inform the membership. The document shall be known to all standing for election at the Annual General Meeting so they are aware of the rights and duties they undertake by accepting their election as a TIEMS Directors or appointment as a TIEMS Officers.

Approved by the TIEMS Board, 20th January 2015


K. Harald Drager
TIEMS President