

BUSINESS AS USUAL FOR COMOS - Annexure- 4

MEETINGS, EXECUTIVE COMMITTEE GOVERNANCE & ADMINISTRATION

SI.No	BUSINESS	LED BY	TIMING	NOTES
GOVERNANCE				
1	Executive Committee Meetings	President /Secretary	Three Times in a Year	Reports are prepared by EC members; NSC coordinator, EC representatives; Secretariat; and International Rep. Agenda managed by Secretary. Minutes managed by Minutes Secretary. Meeting venue and catering managed by relevant State/Territory Reps.
2	EC decisions made out of session	President/Secretary	As required	
3	Track the Strategic Plan	Secretary	To suit NSCs	Quarterly reporting at EXCOMM meetings
5	Meetings of the National Scientific Committees	Counsellor	As Required	Quarterly Reporting at Executive Committee Meetings
6	Meetings of Reference and Working Groups	Counsellor	To suit groups	
7	Manage Membership	Secretary	At least Quarterly	
8	Record keeping and maintaining the archive	Secretary	Ongoing	With the Support of the Seretariat Staff
9	Evaluation of COMOS Program & Activities	Secretary	During AGM	Members of COMOS
ADMINISTRATION				
1	Apointment of Secretariat Staff	Secretary	As and when required	In consultation with the Ex Com Members
2	Monitoring of the Secretariat Staff	Secretary	Ongoing	Six monthly review by Ex Com members
3	Apointment of Financial Adviser	Secretary	Once a year	In consultation with the Ex Com Members
4	Appointment of Auditor	Secretary	Once a year	In consultation with the Ex Com Members
5	Reporting and Monitoring	Secretary	Review at Every Six mor	In consultation with the Ex Com Members
FINANCE				
1	Financial reporting	Secretariat & Treasurer	Quarterly & Annually	Aim to have draft audited accounts ready for adoption

3	General Financial Administration	Treasurer	Ongoing	at August EC meeting.
4	Prepare Yearly Budget	Treasurer	Annually	Preparation In May for adoption in EC meeting
5	Annual Report	Annual Report Coordinator & Secretariat	Annually	Atleast 4 weeks before General Body Meeting
6	Liaison with Financial Advisor	Treasurer	Ongoing	In consultation with Secretary

POLICY COMMUNICATIONS, NEWS & DIGITAL MEDIA

1	Send and receive correspondence. Maintain a Correspondence Register	Secretary	Ongoing	Quarterly reporting at Ex Comm Meeting
2	Press Releases	President	When Required	Quarterly reporting at Ex Comm Meeting
3	Monitor Media for National & Local Issues	Zonal Representatives	Ongoing	Quarterly reporting at Ex Comm Meeting
4	Social Media Management	Secretariat & Secretary	Weekly	Input from Ex Com
5	Website updates	Secretariat & Secretary	when Required	
6	NSC website updates	NSC counsellor	when Required	
7	Advocacy/Appeal Submissions and respond to issues raised by members	President and relevant Zonal Representative	As relevant When required	Approved and signed by President. Reviewed by all office bearers and convenors of relevant Committees and groups
8	Policy, Procedures, SPOG, Strategic Plan	Secretariat & Secretary	Every 5 years or earlier if need arises	
9	Meetings with National/State Government Representatives	President	when Required	Prior, follow up correspondence & reporting to Ex Com

MEMBERSHIP & EVENTS

1	Send out new membership renewal notices and new membership cards	Secretariat & Secretary	Annually	
2	Receive and process new membership applications	Secretariat & Secretary	Ongoing	
3	Review membership applications and make recommendations to Ex Com	Secretariat & Vice President	Quarterly	Approved by Ex Com
4	Keep list of members up to date	Secretariat & Secretary	Quarterly	

5	Membership Drive (Individual/Associate/Student/Institutional)	Zonal Representatives	Ongoing	
6	Call for NSC Proposals	Secretary & NS Counsellor	1st January	
7	Acceptance of NSC Proposals	Secretary & NS Counsellor	1st February	
8	Review of NSC Proposals	Vice President & NS Counsellor	15th March	
9	NSC Conclave for Approval of Proposals	Secretary & NS Counsellor	18th April	Celebrate International Day on Monuments and Sites. At least 3 months in consultation with respective Zonal Representative
10	AGM	President & Secretary	Annually in May/June before 30 June	At least 3 months in consultation with respective Zonal Representative
11	Zonal Networking Event/ Meetings (2 in No.)	Zonal Representatives	Quarterly	Zonal Networking Event in Feb/Aug/Oct/Nov/Dec one in each month respectively by the five zones in consultation with the Ex Com
12	NSC & Zonal Events/Activity Proposal	Proposer	Anytime during the year	Response within 15 days

ELECTIONS

1	Appointment of Election Officer/Returning Officer	President		In consultation with the Ex Com
2	Announcement of Elections	Secretary		Notice to be circulated via email & website
3	Call for nominations	Election Officer		Notice to be circulated via email & website
4	Filing of Nominations	Returning Officer		Via email
5	Announcement of final list of candidates	Returning Officer		Notice to be circulated via email & website
6	Casting of Votes	Returning Officer		Via email
7	Counting of votes at the AGM/Announcement of results	Election Officer		In person

APPOINTMENTS & TOR

1	HR Policy	Secretary		In consultation with the Ex Com
2	TORs for NSC Counsellor	Secretary		In consultation with the Ex Com

3	TORs for EA	Secretary		In consultation with the Ex Com
NSC Activities				
1	Updated List of NSC Coordinators/Members	National Scientific Counselor	Once a year	With the support of the Seretariat Staff
2	Announcement of NSC meetings	National Scientific Counselor	Ongoing	With support of the NSC Coordinators and the Secretariat staff
3	Receive and review 6 monthly reports, minutes of meetings from NSC Coordinators and compile for Annual Report	National Scientific Counselor	Every 6 months	With support of the NSC Coordinators and the Secretariat staff
4	Review of NSC Annual Plans and Schedules and provide recommendations to Ex Com	National Scientific Counselor	Once a year	With support of the NSC Coordinators and the Secretariat staff
5	Prepare annual calendar of activities in consultation with NSC and Executive Committee	National Scientific Counselor	Every 6 months	With support of the NSC Coordinators and the Secretariat staff

