



TREC Management Committee: Structure, Composition, Responsibilities and Elections

1. Composition and structure of the Management Committee (MC)

The MC will comprise four TREC Members from at least two different countries. The MC decides among themselves who assumes the roles of chair, vice-chair, general secretary, and information coordinator during their term. The TREC MC members can alternate roles within the MC during their term in office. The term in office will have a duration of four years (no re-election allowed). In order to implement a rotary system that will allow continuity in the history of actions of TREC MC, of the former four MC members, two of them will stay in the MC to assess the two newly elected ones. In this way, MC will be always composed of two newly elected members and two senior ones. In case there are not enough people to conform the MC, it should have a minimum number of 3.

Note: Ad-hoc committees for specific purposes (e.g. organising workshops, meetings, publications etc.) may be initiated by the MC, Members, or Associates, always in accordance with the aims and interests of TREC.

2. Responsibilities of the MC

2.1 Responsibilities of all MC members

- To coordinate the activities and events promoted by TREC;
- To review membership applications and make recommendations to TREC Members;
- To ensure the compliance with agreements and responsibilities of TREC;
- To ensure that Members and Associates comply with their responsibilities concerning TREC;
- To ensure that TREC meetings take place on a regular basis (either in person or virtually);

- To ensure that at any given time, a webmaster and a metadata manager are designated, either ad interim by the MC or approved for a specific term by TREC Members;
- To set the agenda for the regular meetings;
- To participate in MC meetings and decisions;
- To ensure the integrity of the MC during the current term of office and find ad-hoc replacements if necessary;
- To ensure that an ad-hoc election committee is designated to carry out the election procedure.

2.2. Responsibilities of each MC member

The chair will:

- be the first point of contact for TREC;
- chair the general TREC meetings;
- coordinate the MC meetings;
- submit proposals made by the MC to all TREC Members (and Associates for their information, if relevant).

The vice-chair will:

- collaborate with the chair in his/her duties;
- act on behalf of the chair in his/her absence.

The general secretary will:

- keep the TREC and MC documentation up to date;
- replace the chair whenever necessary;
- notify new candidates for membership about the status of their applications.

The information coordinator will:

- coordinate with the webmaster, who supports Members and Associates in their contributions to the TREC webpages and keeps the TREC webpages up to date;
- coordinate with the metadata manager, who is responsible for organising and updating the TREC metadata files and ensuring their appropriate availability for all Members and Associates on the web.

3. Rules and conditions for the MC election

3.1. Frequency of the elections

Every two years. Elections will take place every two years and two MC members shall be elected.

3.2. Election procedures

Six months before the end of the current term, the ad-hoc election committee will send a call for nominations to fill openings. Although Associates are not eligible to run or vote, the call will also be posted on TREC docs on the Network webpage for their information. Nominations should be sent to the ad-hoc election committee four months before the end of the current MC term. The ad-hoc election committee will submit the nominations to the members three months before the election. Elections will be organized by an Election's Committee appointed among a pool of volunteers and will be carried out preferably online. They will be held one month before the term in office of the two standing members of the current MC ends. Accepted candidacies will be announced to TREC members by the Election's Committee at least one month before the election date. Should it be necessary, the election timetable can be adjusted by the Election's Committee.

As soon as the nomination period ends, candidacies will be published in TREC docs on the TREC webpage and sent by the ad-hoc election committee to all Members by email, with details about the election procedure. Associates will not be notified, since they are not eligible to participate in elections.

The election results will be published on the TREC webpage and also sent by the ad-hoc election committee to all Members and Associates by email.

The elected MC takes office as soon as the current MC term ends.

Candidacies will be individual and voting will be individual too. The two individual candidates with the highest count of votes will be elected to the TREC MC for a period of four years.

3.3. Eligibility of Members

Any TREC Member is entitled to become part of the MC. Associates are not eligible to serve on the MC.

After a break of at least one term, a former MC member is again eligible for office.

3.4. Reelections

After four years in office, immediate reelection will not be allowed. After a term out of office, a former TREC MC member will be able to run again for the TREC MC on an equal basis with all other existing candidates.

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