**Guidelines for Chairmen of EGEA Working Groups**

As chairman of an EGEA Working Group you will be expected to organise, manage and promote your group. You will also be expected to report back to the secretariat minutes of all meetings. To help you to do this we have provided the following rues:

* Discussions in EGEA working groups must never involve commercial subjects, such as the cost of equipment or services provided, or any subject that could be considered anti-competitive.
* Working groups may consist of people who represent their national associations, ideally two delegates per nation.
* In order to achieve consensus a vote may need to be conducted and two-third majority must be obtained.
* Each national association has only one vote in the group.
* If a member of the group is unable to attend, their vote can be cast by proxy.
* Number of people in the group should be kept to a maximum of twenty six; however under special circumstances this number can be increased. (seek guidance from secretariat)
* Working groups can meet as often as the Chairman feels necessary.
* The EGEA Secretariat will help you to organise all working group meetings, by circulating to your group and organising the meeting room.
* To keep costs low, meetings should be held at the Brussels office.
* You may also ask the EGEA Secretariat for help with the taking of minuets at your meetings.
* If you require publication of brochures standards, funds for this must be funded by your group.
* Funds may be available for your group in order to conduct extra work or research; however you need to apply to the EGEA Board, via the secretariat, explaining the reason and importance of the work.
* If your application for extra funding is approved, the funds must be raised from members of your group, but channelled via each national association.