



**NORDISKT KOLLEGIUM FÖR
VILTFORSKNING (NKV)**
Nordic Board for Wildlife Research

Order of business for the NKV Board

March 2005

1. Board members and decisions

The Board consists of six full members, one each from Finland, Norway, Iceland and Denmark, and two from Sweden. Associate members are represented according to individual agreements.

Board decisions must be unanimous.

2. Appointment of chairman

The Board appoints a chairman for a period normally of 4 years. The chairmanship rotates among full members.

3. Chairman's responsibilities

The chairman is responsible for

- The calling, preparing, chairing and reporting of Board meetings
- The execution of Board decisions
- Acting as the NKV treasurer
- Organising and convening Nordic Congresses of Wildlife Research
- Requesting payment of the annual membership fees
- Preparing and submitting an annual report, approved by the Board, to the members.

The chairman may appoint a secretary outside the Board. The secretary may act as daily treasurers of the NKV under the chairman's responsibility. The secretary participates in Board meetings.

The calling of Board meetings, with an agenda, should occur at least two weeks before the meeting. Minutes of each Board meeting are prepared by the chairman or secretary, subject to electronic approval by the Board within four weeks after the meeting.

The chairman is further responsible for preparing annual budgets and final accounts, and submits these to approval by the Board.

Within the framework of the overall annual NKV budgeting, separate budgets and accounts for Wildlife Biology are prepared by the Editors together with an annual report. The chairman ensures that the expenditure for Wildlife Biology conforms with the budget approved by the NKV.

4. Meetings

Board meetings are held at regular intervals. The Board should have at least one personal meeting per year.

Each Board member may decide that a Board meeting is necessary. In that case the chairman is informed and calls for the meeting.

5. Membership fees

Subject to approval of the full members, the Board prepares recommendations for regulations of membership fees in accordance with the development of financial needs.

The Board members transfer the annual membership fee to an organisation, as decided by the Board. This organisation is responsible for NKV's economy and administration. Furthermore, this organisation is responsible according to the legal rules of the country.

Membership fees should not cover the travelling and hotel costs at the Board meeting.

6. Documentation

Memoranda, orders of business, minutes, accounts and all relevant NKV documents should be stored in an archive and should be available to all Board members. The Board decides which organisation is responsible for the archives.

7. Duration

This order of business is valid until revised by the Board.

8 . Board members in 2005

This Order of Business has been drawn up and signed in five originals. Each member retains a copy.

Harto Lindén (Finland)

Jon Swenson (Norway)

Henrik Andrén (Sweden, chairman)

Anders Lundvall (Sweden)

Aki Armann Jonsson (Iceland)

Torben Moth Iversen (Denmark)