

Governance Policies - 7

Business Continuity Plan

Purpose

This document serves as a guideline for actions to be undertaken in order to maintain governance and membership service of the AIA Continental Europe chapter in the event of a disruption of service.

This policy gives guidelines for action in the following scenarios:

- a. (Temporary) Disruption of the Chapter's website
- b. Dismissal or disability of the President

Who Is Covered by the Policy

This policy applies to the following people:

- members of the AIA Continental Europe Board of Directors
- communications committee chair

Emergency Response team

Emergency response will be organized by the President, Vice-President Elect, the Communications Committee Chair and the administrative Consultant of AIA Continental Europe.

Action for scenario A – (Temporary) Disruption of the Chapter's website

The President contacts the Communications Committee Chair to set up an urgent newsletter by e-mail to all members containing :

- Information about the breakdown
- Links to all member services on the AIA National website
- Contact information

The Vice-President Elect and Administrative Consultant will then assist the Communications Committee Chair in providing the necessary information for rebuilding, or re-enabling, the AIA Continental Europe website.

Action for scenario B – Dismissal or disability of the President

In the case of a dismissal or disability of the acting President, regardless of the circumstances, the Vice-President Elect should contact the Board and serve as interim president until a chapter meeting will be held where either he/she can be elected as president by a qualified quorum of chapter members.

After informing the Board and gaining approval to organize a chapter meeting, the Interim President will contact the Communications Committee Chair and send out a newsletter to all members informing them about :

- Reasons for the President's dismissal or disability
- The governance assumed by him/her as Interim President
- The conditions of the next Chapter Meeting where the New President has to be elected • Call for possible candidates, presentation of available candidates, for replacement of the President
- Contact information

The Vice-President and Administrative Consultant will assist the Interim President in these tasks.

Approved by the Board on January 10th 2019