



6th April 2021

To

Members of the European Association of Remote Sensing Laboratories

Dear Friend, Dear Colleague,

EARSeL is seeking candidates to the four offices in the Bureau, who are willing to serve with their capacities the common interest of the Association, to bring new ideas to the team, to demonstrate management abilities, and to represent our Association.

According to the present EARSeL Statutes, the Bureau members need to receive approval every two years to continue or the posts shall be filled with new persons originating from Member laboratories. In June 2021 the EARSeL Council of elected National Representatives shall vote on the offices of **President, Vice President, Secretary General and Treasurer**.

The **President** needs to have visions as to the future of the Association, and to see how it may adapt to changing circumstances. Main responsibility of the President:

- convene and preside over the General Assembly, the Council and the Symposium plenary sessions; however, he/she may delegate the Symposium chairperson to preside at Symposium plenary sessions;
- coordinate the activities of the Council, according to the decisions and intentions of the General Assembly;
- represent the Association in its dealings with national or international institutions or organizations whose activities are of interest to EARSeL;
- cooperate with other international organizations concerned with remote sensing, spatial information science, and other similar disciplines;
- communicate to Member Laboratories and observers;
- coordinate the SIGs.

The **Vice President** should be able to deputize for the President at various meetings, when the latter is unable to attend. Main responsibility of the Vice-President:

- assist the President in his/her duties when called upon by the President to do so;
- act on behalf of the President in case he/she should be prevented by circumstances outside his/her control from fulfilling his/her duties;
- co-ordinate EARSeL's various publications;
- be responsible for the scientific level of all EARSeL meetings organized by the event organizer in close cooperation with all SIG Chairs.

The **Secretary General** oversees the administration of the Association and is its "mouth-piece" or spokesperson. The Secretary General performs any agenda stipulated by the decision of the Bureau. Main responsibility of the Secretary General:



EUROPEAN ASSOCIATION OF REMOTE SENSING LABORATORIES
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- perform the duties of Secretary of the General Assembly, of the Council and Bureau meeting, arrange the meetings of these bodies, and draw and distribute their agenda and minutes at the right time;
- at the request of the President, represent EARSeL in its dealings with national or international institutions or organizations whose activities are of interest to EARSeL;
- deal with the correspondence of EARSeL and ensure the keeping of the records, and distribute relevant information and communication to Members;
- keep records of each country remote sensing societies that are entitled to nominate their representatives in the Council;
- coordinate the scheduling of all events of EARSeL.

The **Treasurer** is responsible for keeping the finances of the Association healthy. Main responsibility of the Treasurer:

- complete the accounts for handover to the new Treasurer (if elected) within two months of the election - the new Treasurer shall replace the outgoing Treasurer on receipt of the final accounts;
- issue annual membership fee invoices one month before the upcoming fiscal year in which the fee is due to Laboratory Members and inform them of the proper procedures for remittance of membership fees - the Treasurer shall send periodic reminders to those in arrears;
- collect the funds of EARSeL and administer them in accordance with the decisions of the General Assembly and the instructions of the Bureau and the Council;
- keep account of all financial transactions and submit a statement of accounts at the end of each fiscal year to the Bureau, Council and General Assembly;
- give full insight of all accounts and financial transactions after the end of the fiscal year to the Financial Auditor of EARSeL;
- prepare EARSeL's budget for the coming year;
- negotiate the budgets of Symposia and workshops with their organizers.

We invite anyone interested to face the challenge and serve our Association to declare her/his **candidacy** by email to the EARSeL Office (secretariat@earsel.org) at the latest on **30.04.2021**.

Candidates are asked to submit the following information:

- (a) Current position and possible active services to the Association
- (b) Personal data and academia
- (c) The reason for joining the Bureau
- (d) Visions for the engagement in EARSeL
- (e) Office preference

Best regards
Jean-Christophe Schyns
Vice President