

KEKS organisation Division of tasks and responsibilities

The main idea and aim of KEKS is to cooperate on the further development and strengthening of youth work in accordance with our common ground.

The regional boards of the KEKS network

- A regional board needs to have at least five member organisations/seats. Exceptions from this can be made, if approved by KEKS secretary general (see below).
- The members of the regional boards shall be heads of their respective organisations. They can however appoint replacements with full mandates for single meetings.
- The regional boards can co-opt other persons for single meetings when needed

- The regional boards shall meet at least twice a year
 - The meetings shall be planned in cooperation with the KEKS office that also shall take part in at least one meeting per year.

The main purpose and task of the regional boards is to discuss needs and ideas regarding youth work development in their organisations, in the region and in general, and, when relevant and feasible:

- Come up with suggestions to the central board
- Arrange, in cooperation with KEKS office, regional activities (e.g. seminars, trainings, etc.)

The regional boards shall:

- Appoint two representatives, one regular and one substitute, to the central board for a period of one or two years.
 - These representatives shall be heads of their respective organisations
 - These representatives cannot have replacements.
 - These representatives are responsible for
 - ✓ Preparing, convening and conducting meetings in their respective regional boards.
 - ✓ Represent their regional boards in the main board and
 - Report regarding regional meetings and activities
 - Report back from these meetings.

The joint main board of KEKS (the informal network) and the General assembly of the NGO KEKS support organisation:

- Shall meet at least twice a year
- Among its members appoint chair, vice chair and treasurer of KEKS support organisation. These form together the executive committee of the board
 - The executive committee shall act as employer for KEKS Secretary general
- Discuss and decide on KEKS overarching aims and strategies for the coming year(s)
- Discuss and decide on KEKS activity plan and priorities for the coming year, taking into account the reports from the regional boards.
- Decide on KEKS budget for the coming year, including fees for using The Logbook and other services

- The guiding economical principle shall be that resources shall be allocated where they are best needed for the overall development of youth work and KEKS as organisation
- Decide on eventual changes in KEKS organisation

Please see also the statutes for the NGO KEKS support organisation

KEKS advisory board

- KEKS advisory board shall consist of representatives of D- and E-members of KEKS, plus by the secretary general specially invited experts and representatives of other organisations.
- The purpose of the advisory board is to give input on how KEKS can (better) contribute to the further development of youth work (including the support for D- and E-members), and how the organisation as such can be further developed.
- The advisory board should meet at least once a year.
- The meetings should be chaired by the secretary general.

The Secretary general of KEKS support organisation

- Is responsible for the management of KEKS finances and administration
- Shall hire and function as employer vis-à-vis KEKS staff
- Shall act as rapporteur and co-chair at the meetings of KEKS main board
- Shall chair KEKS advisory board
- Represents KEKS in relation to other organisations and actors
- Decides on the approval of new member organisations and their affiliation to regional boards
- Decides on the design of the regions

The main tasks of KEKS office are

- To carry out decisions taken by the main board
- To handle economy and business reports
- To prepare proposals for budget and business plan
- Maintenance and further development of The Logbook
- To support KEKS member organisations, thematic networks and regional boards in their work
- To inform about KEKS, our ideas and organisation, to other organisations and stakeholders
- To contribute in all possible ways to the further development and recognition of youth work