

The Eina Foundation board of trustees

Eina, Escola de Disseny i Art, is an activity of the Eina Private Foundation (constituted on 24 October 1990, covered by Catalan Parliament Act 49-2002, of 23 December 2002, regarding the tax system of non profit-making organisations and registered under number 529 in the Register of Foundations of the Catalan Regional Government), and, therefore, the Board of Trustees is its highest governing, administrative and representational body.

Composition

The Board of Trustees comprises nine individuals and organisations who will be appointed in accordance with Article 17 of the Statutes.

Authorisation

The Board of Trustees will be authorised to (Article 33):

1. Draw up and present the annual budgets.
2. Appoint and terminate the posts of manager and managerial, teaching, faculty, administrative and auxiliary personnel and to establish salaries, fees and corresponding bonuses.
3. Administrate, preserve, safeguard and defend assets.
4. Organise and manage the internal and external running of the centre and establish the rules that it deems appropriate.
5. Approve the action policies for the centre.
6. Know and supervise the actions of the management and team of the centre.
7. Approve syllabus proposals.

Operation and adoption of agreements

The meetings of the Board of Trustees may be ordinary or extraordinary. The Board of Trustees will hold an ordinary meeting once a year (Articles 27 and 28) and an extraordinary meeting when required by two-thirds of its members (Article 32).

Agreements will be adopted by a simple majority and voting will be personal and non- delegable; in order for an agreement to be adopted, a minimum of half plus one of the trustees (Article 29) must be physically present.

The permanent board

Nature

The Permanent Board, with authorisation delegated to it by the Board of Trustees, is the ordinary governing body of the centre.

Composition

The Permanent Board comprises the Deputy Chairman of the Board of Trustees (who chairs it), the Administration, Secretary and Management of Eina, School of Design and Art.

Authorisation

The Board of Trustees has delegated to the Permanent Board the authorisation specified in Points 3 and 4 of this document.

Operation and adoption of agreements

The meetings of the Permanent Board may be ordinary or extraordinary. The Permanent Board will hold an ordinary meeting at least once a month and an extraordinary meeting when called by the Deputy Chairman of the Board of Trustees or one-third of its members. Depending on the topic for discussion, the Deputy Chairman of the Board of Trustees may invite one or more members of the centre or external



persons who have a link to certain points on the Agenda. Permanent Board calls to meeting will be made publicly, with the Agenda, place, date and time of the meeting, notified with a minimum of forty-eight hours' notice. Agreements can be adopted by assent or public majority, except for approval of the proposed syllabuses and budgets, which require the favourable vote of half plus one of those present.

The director

Nature and responsibilities

The director carries out ordinary management responsibilities and is the representative of the centre. They are hired by the Board of Trustees from among the teaching staff at the centre.

Authorisation

1. To represent Eina, School of Design and Art.
2. To manage, coordinate and supervise the activities of the centre.
3. To manage the services and ensure that they have the necessary means.
4. To execute the budgetary items between the departments and services of the centre.
5. To propose to the Board of Trustees the hiring of course coordinators and the creation of committees.
6. To execute the agreements of the Board of Trustees and the Permanent Board.
7. To ensure that the members of the centre fulfil their duties and that their rights are respected, in accordance with the specific rules that regulate them.
8. To resolve convalidation cases proposed by the degree coordinator.
9. To assume any authorisation established by the Statutes of the UAB (Autonomous University of Barcelona) and by its rules of development, and also those delegated by the Board of Trustees and which have not been assigned expressly to other bodies of the centre.



The management team

Nature and responsibilities

The director is assisted by the deputy director and the secretary of the centre, both of whom are hired by the Board of Trustees. The deputy director takes on the responsibilities of the director if the latter is absent or on sick leave, assumes the authorisation of the director and is in charge of teaching quality at the centre. The secretary is the authorised person with regard to Minutes or agreements issued by the bodies of the centre, and, as such, draws up the Minutes of the meetings and holds the documentation of the centre.

The teaching committee

Nature

The Teaching Committee is the ordinary management body of the centre. It comprises the director, who chairs it, the deputy director, the degree, postgraduate and mobility coordinators, and the academic administration supervisor.

Responsibilities

1. To participate in all aspects related to teaching at the centre.
2. To raise proposals to other executive bodies.
3. To coordinate teaching quality.
4. Any responsibility derived from other higher bodies.

Degree coordinators

Nature

The coordinators are the people in charge of organising and coordinating the teaching for each degree through delegation by the management team. Coordinators are hired by the Board of Trustees at the suggestion of the director.

Responsibilities

1. To ensure that teaching plans are carried out and to ensure teaching quality.
2. To achieve coordination between the content of the different programmes.
3. To supervise the programmes and avoid content repetition, to propose the definitive version.
4. To listen to students on issues concerning the development of programme content and the execution of teaching plans.
5. To draw up teaching plans with adequate administrative support.
6. To promote projects and activities that contribute to improving course quality.
7. Any other responsibility attributed to them by the higher governing bodies.

Degree monitoring committee

Nature

The Degree Monitoring Committee is the body which represents the different sectors of the university community. It comprises the director, who chairs it, the management team, degree coordinators, 2 teachers' representatives, 2 PAS representatives and 2 students' representatives.

Responsibilities

1. To interpret and evaluate degree development indicators based on reports presented by the degree coordinators.
2. To know and evaluate the activity of the governing team.
3. To participate in writing the internal regulations by delegation by the part of the Board of Trustees.
4. To participate in drawing up the annual degree monitoring report, assisting the Teaching Committee.
5. To know and approve proposed agreements with other teaching or professional bodies.
6. To draw up non-binding reports and proposals to resolve the issues that have been submitted before it.

Operation

The Monitoring Committee will hold an ordinary meeting every semester and an extraordinary call when requested by the director or one-third of its members. The Agenda for Committee meetings will be established by the director.

