

To CEP members

Ref: 2025/AD/mj/25-007

Utrecht, 27 February 2025

**RE: Opportunities to join the Board of the CEP**

Dear Member of CEP,

I am writing to advise of changes to the CEP Board and to seek expressions of interest from individuals who would potentially be interested in joining the Board.

The next elections to the Board are due to be held at the General Assembly on **15 October 2025 in Vienna, Austria**.

Board members serve for three years and may be re-elected (once) in accordance with the Statutes. CEP would therefore like to encourage individuals who are committed to supporting the development of probation within Europe to stand for the Board. The role is an enriching and stimulating one and an excellent opportunity to develop international relations.

Applicants to join the Board must be employed by, or officially represent, an organisation which is a full or associate member of CEP.

Candidates for membership of the CEP Board are invited to put forward their name in writing accompanied by a curriculum vitae (preferably Europass format) and a supporting letter from their organisation by **1 April 2025**.

Nominations for the role of Vice-President and President are sought. These are more demanding roles for which previous experience of engagement with CEP and of working at Board level is helpful and desirable.

A role profile for the role of Board member, Vice-President and President is attached (see next pages).

We will be pleased to discuss this letter with you or the appropriate person dealing with nominations to the Board. Please contact CEP Secretary General, Ms. Jana Špero Kamenjarin ([jana@cep-probation.org](mailto:jana@cep-probation.org)).

I look forward to hearing from you.



Annie Devos  
CEP President

## **APPENDIX**

### **Role Profiles**

The CEP Board consists of the President, two Vice-Presidents, the Treasurer and a maximum of five Board members elected by the General Assembly. An additional three individuals can be co-opted by the Board.

Board meetings normally take place twice per year with an additional meeting immediately after the General Assembly. The Presidium (President, Vice-Presidents, Treasurer) hold two additional planning meetings per year between Board meetings.

Board members take it in turns to host meetings. The working language is English.

CEP funds are available to pay for the travel and expenses of Board members (including the President and Vice-Presidents) to attend Board meetings. Travel and expenses are also payable where members are formally representing CEP at international meetings.

#### **Board members**

Board members must be an employee or official representative of an organisation which is a full or associate member of CEP, and must be supported by this organisation to undertake the role.

Board members are expected to:

- Attend all Board meetings and to prepare by reading papers in advance.
- Be able to communicate well in English (essential).
- Undertake work to further the CEP agenda. This might include participating in expert/working groups or taking the lead on a priority topic and preparing reports for the Board as needed.
- Represent CEP at international meetings as required.
- Actively promote the work of CEP.
- Be prepared to facilitate arrangements for a Board meeting to be held in his/her own country.

#### **Vice-Presidents**

The two Vice-Presidents have the same responsibilities as other Board members. In addition they are expected to:

- Attend two planning meetings per year of the Presidium held between Board meetings.
- Deputise for the President at international meetings and conferences.
- If necessary preside at (part of) Board meetings and/or the General Assembly.

The President and Vice-Presidents will jointly decide whom of the Vice-Presidents is expected to deputise for the President.

## **President**

The President carries overall responsibility for the operation of CEP as in accordance with the Statute and the strategic priorities determined by the General Assembly.

The President is expected to:

- Chair meetings of the General Assembly, the Board and the Presidium.
- Oversee the work of the Secretary General and CEP staff to ensure objectives are met.
- Promote aims of the CEP.
- Work closely with the Secretary-General to maintain good relationships with CEP members and key stakeholders.
- Countersign financial receipts.
- Prepare Board reports and other documents and deal with CEP correspondence as appropriate.
- Represent CEP at conferences and meetings, both at a national and international level.
- Fulfil other responsibilities as determined by the Board.

The time commitment required to undertake the role of the President is larger than that of other Board members. The full support of the President's employer is therefore vital. This demand might be offset by the fact that the Presidency should be viewed as an honour.