

## **List of powers and actions relating to daily management**

### **Functioning of APEEE**

- Interaction with the Administrative Board;
- Executing the decisions of the Administrative Board;
- To continuously ensure the improvement of the quality and efficiency of APEEE's services and activities; and
- Preparing files, documents and business plans related to any (new) initiative aligned with the activities and objectives of APEEE, to be submitted for approval to the Administrative Board

### **Agreements**

- Negotiating and concluding all commercial and operational agreements, and more generally negotiating and concluding all agreements, orders or proposals with regard to the activities of APEEE not exceeding a total amount of EUR 25,000 per agreement;
- Negotiating and concluding all commercial and operational agreements for transport services within a margin of 5% what has been approved in the budget;
- Buying every equipment, all required IT-material, furniture or any other materials (including all goods and services) needed to carry out the activities of APEEE for an amount not exceeding EUR 25,000 per order or series of related orders;
- To place orders for the consumables and for the canteen services for an amount not exceeding EUR 50,000 per order;
- Negotiating and concluding all commercial and operational agreements for externalised canteen staff within a margin of 5% what has been approved in the budget; and
- All acts that may be necessary or useful for the performance of the tasks and powers referred to above

### **Financial and insurance matters**

- Receiving all sums of money related to the operation of APEEE, as well as the amount of all bills of exchange and documents having a monetary value, of mandates, invoices, acknowledgements of debt, of any obligation, and to grant discharge for these;
- Supervising and controlling the procurements of APEEE;
- Establishing and maintaining all ordinary banking arrangements;
- Accepting or waiving any warranty, security or charge for an amount not exceeding EUR 50,000 per warranty, security or charge;
- Concluding every insurance agreement that reasonably covers the risks relating to the activities of APEEE;
- The submission of payment requests to third parties for services provided; and
- All acts that may be necessary or useful for the performance of the tasks and powers referred to above

### **Human resources**

- Recruiting, appointing and dismissing all employees of APEEE as well as all independent service providers, expert advisors and freelancers within the limits of the Internal Rules applicable;
- Negotiating and determining their wages, commissions, compensations, gratifications and other conditions in accordance with the allocated budget for staffing and not exceeding a gross annual

salary of EUR 60,000 per agreement, including the signing on behalf of APEEE of every settlement in case of dismissal or voluntary leave of an employee or independent service provider;

- Drafting and signing all documents required by social legislation and by legislation regarding the protection and organization of labour, as well as all documents with regard to the human resources of APEEE;
- Supervision of employees' work performance, as well as the organisation of documented evaluations in that regard;
- Signing all insurance documents with regard to the human resources policy of APEEE;
- Taking all actions related to payroll matters; and
- In general, to take all necessary and useful actions, including training, with regard to the human resources policy of APEEE.

### **IT and facility management**

- Negotiating and concluding all agreements, orders or proposals with regard to the IT activities of APEEE (such as buying goods and services) up until EUR 50,000 / year; and
- Investigating, negotiating, approving and executing all initiatives and activities in relation to IT operations.
- All acts that may be necessary or useful for the performance of the tasks and powers referred to above

### **Taxes**

- Complying with any ongoing formalities pursuant to social and tax law (including VAT); receiving and reviewing the tax return; preparation and issuance of tax certificates; drawing-up and signing of any declaration concerning custom and excise duties, complying with and waiving of any formality in this respect; and
- Representing APEEE at federal and regional institutions, filing any petition, notice of objection or appeal with respect to these institutions, signing the documents concerned.
- All acts that may be necessary or useful for the performance of the tasks and powers referred to above

### **Compliance**

- Requesting the affiliation of APEEE with all professional organisations and institutions of the social security, as well as all registrations and modifications of the registration with the commercial registers and the VAT-administration;
- Supervising and ensuring compliance with applicable data protection relations in relation to the processing of personal data, including (if applicable), the appointment of a Data Protection Officer in accordance; and
- Compliance & risk management.
- All acts that may be necessary or useful for the performance of the tasks and powers referred to above

### **Marketing**

- Negotiating and concluding all agreements, orders or proposals with regard to the marketing activities of APEEE (such as buying goods and services);
- Concluding agreements for the receipt of advice and research services; and

- Buying every equipment, all furniture or any other materials needed to carry out the marketing activities of APEEE.
- All acts that may be necessary or useful for the performance of the tasks and powers referred to above.

### **External Affairs**

- Representing APEEE in discussions and negotiations with stakeholders (e.g. members, teachers, school);
- Communicating to the press, it being understood that any major press releases will first be circulated among the Administrative Board;
- Managing the social media channels and communications of APEEE;
- Processing and handling of complaints received by APEEE;
- Preparing and publishing of annual reports;
- Representing APEEE as member, associate, director or otherwise, in every legal person, association or group;
- Signing the daily correspondence of APEEE; and
- Representing APEEE in its relations with all public and private administrations, including any tax administrations.
- All acts that may be necessary or useful for the performance of the tasks and powers referred to above.

### **Real Estate**

- Maintenance and preservation of immovable property owned or used by APEEE;
- All acts that may be necessary or useful for the performance of the tasks and powers referred to above.

### **Communication and representation in relation with parents and educational institutions, and organization of school related activities**

- To act as the primary point of contact in relation to the services and lead all main communications with parents;
- Maximize the level of satisfaction with the services provided to parents, students, and teachers;
- To organise and coordinate activities aimed at fostering and maintaining strong relations between the parents and APEEE;
- To support and implement matters related to the organization of transport (school buses), canteen and after-school activities; and
- All acts that may be necessary or useful for the performance of the tasks and powers referred to above.

### **Dispute settlement**

- Representing APEEE in any judicial act, as plaintiff or defendant (other than in any litigation that can have a material impact on the reputation of APEEE or litigation that is of strategic importance), it being understood that any such action will be reported to the Administrative Board at its next meeting;
- Supervising the compliance with legislation and regulations applicable to APEEE;

- Performing (or ordering performance of) every judgment, arbitral decision or decision of a public official;
- Negotiating, concluding and executing settlements (other than in any litigation that can have a material impact on the reputation of APEEE or litigation that is of strategic importance), it being understood that any such action will be reported to the Administrative Board at its next meeting if it exceeds an amount of EUR 100,000.