

## SMIIC AUTHORITY MATRIX FOR SENIOR OFFICIALS

*(This Matrix has been prepared based on information given in SMIIC Statute, Rules of Procedure, Guide on Job Description, SMIIC internal regulations and approved SMIIC ToRs)*

### CHAIRMAN OF BOARD OF DIRECTORS

- Chairs the Board of Directors and General Assembly Meetings, with complete impartiality. He/she can delegate this task to any of the Vice-Chairman by the approval of the Board of Directors.
- Requests from the General Secretariat to organize a Board of Directors Meeting as extraordinary meeting, whenever needed.
- Signs official letters in case of necessity for taking decisions with letter ballot.
- Approves the proposal for the SMIIC/CCA Chair according to related ToR article.
- Gives approval and follow up of the relevant matters entitled within the framework given in the SMIIC Statute, Rules of Procedure and other Internal Regulations and Board of Directors or signs the necessary documents according mentioned official documents.
- Provides leadership to the Board of Directors and is responsible for the efficient functioning of Board of Directors.
- Provides effective communication among SMIIC Member States.
- Promotes the interests of the SMIIC and its standards.
- Leads specific tasks/projects as mandated by the Board of Directors.
- Coordinates closely with Secretary General and provides advice when necessary on SMIIC operations.
- Represents SMIIC in the relevant platforms in coordination with the General Secretariat based on the approved plan by the Board of Directors.
- Ensures coordination among Vice-Chairmen of the Board of Directors.

**VICE-CHAIRMEN  
OF BOARD OF  
DIRECTORS**

- Is assigned as the Chair of SMC or Chair of Strategy Committee (BOD/SC) or Chair of Finance Committee (BOD/FC) by the Board of Directors.
- Assist the Chairman of Board of Directors in the development of proposals and decisions.
- Leads specific tasks/projects as mandated by Board of Directors.
- Executes the other tasks given by the Board of Directors or General Assembly.
- Oversees standardization/metrology/accreditation activities as well as administrative operations within SMIIC if tasked by the Board of Directors.

**SECRETARY  
GENERAL**

- Has powers to manage and administer the Institute's day-to-day business and sign documents.
- Is responsible for the implementation of the programs, plans and decisions of the SMIIC as well as SMIIC internal regulations, and approved tasks by the Board of Directors.
- Is responsible before the General Assembly and assumes his duties and responsibilities under the guidance of the Board of the Directors.
- Monitor the implementation of the decisions taken by the Board of Directors and General Assembly.
- Submits draft budget and annual reports to the General Assembly through the Board of Directors on the implementation of programs, plans and decisions of the SMIIC.
- Is responsible to report to the Board of Directors on progress of implementing the Strategic Plans and achievements of Councils.
- Is responsible for carrying out cooperation with other organizations.
- Promotes the role of SMIIC and the relevance of OIC/SMIIC standards
- Develops/coordinates implementation and operating plans that reflect the key strategic objectives and priorities highlighted in SMIIC Strategic Plan.
- Executes the other tasks given by the Board of Directors or General Assembly.

**CHAIRS and  
SECRETARIES OF  
COUNCILS  
(SMC, MC and AC)**

*Roles and Responsibilities of Chairs and Secretaries of the SMIIC Councils are defined in the Terms of References (ToR) of the Councils.*