

**Terms of Reference for the Director**  
**Center for Environmental Initiatives (CEI)**  
**University of Colombo**

The Director position at Center for Environmental Initiatives (CEI), University of Colombo, Sri Lanka is a position for a period of three years. The following include the specific tasks/responsibilities of the selected individual:

- The Director shall be the chief administrative officer of the Center. He/ She shall ensure the efficient functioning and shall be responsible and answerable to the Board and the Committee for all the affairs of the Center including his/her actions and inactions.
- Preside over all the meetings of the Center.
- Prepare and present the annual plan of activities and functions for the approval of the Management Committee and the Board of Management.
- Present annual accounts to the Management Committee and the Board of Management.
- Decision making on the projects and events organized by the CEI.
- Prepare and present progress reports of activities and functions when necessary or asked for by the Board of Management.
- Coordinate with other officers of the Center to ensure the efficient functioning and guide and advice Environmental Officer on the activities conducted by the CEI