



Job description

Function/Role:	Executive secretary of EATA
Committee:	Working under the guidance of Executive Committee (EC)
Terms:	Professionally paid position
Elect/Shadow period:	-
Max. years of extension:	-
Tasks and responsibilities:	<p>Independent management of the EATA office</p> <ul style="list-style-type: none"> • Reports to and takes orders from Executive Committee (meetings/decisions) • Works in close cooperation with treasurer and chairs of committees and taskforces. • Allowed to hire clerical help if necessary <p>Administration of membership department:</p> <ul style="list-style-type: none"> • annual renewals, up-keeping of lists, keeping of statistics on membership. <p>Information/communication:</p> <ul style="list-style-type: none"> • receiving mail, telephone/ e-mails, and responding or redirecting to appropriate chairs or affiliated association and conference organisers. • Managing legal and administrative announcements to be delivered in due time to Council/ Affiliated associations/members, through Newsletter or mail (calls for membership renewals). <p>Attending Council meetings and General Assembly and taking notes.</p> <ul style="list-style-type: none"> • Collating all necessary information for Minutes, redaction, typing, production, dispatching of minutes to all council members, staff, affiliated associations and some related associations. • Keeping updated lists of council members, staff, committees and necessary contacts. • Taking care that "Notification of Delegate" forms are sent to EATA. Keeping a file of current and past council members. • Keeping files of all Affiliation documents and contracts. <p>Accounting:</p> <ul style="list-style-type: none"> • up-keeping of books, preparation of annual reports to be presented to professional tax accountant for

	<p>financial statements to the authorities. Signing of payment orders. Contacts with German bank and swiss bank.</p> <ul style="list-style-type: none"> • Checking that all membership payments to EATA are done in time. <p>Special tasks for PTSC</p> <ul style="list-style-type: none"> • Administration of contracts: • For each contract: receiving, checking for completeness, checking with PTSC Chair for PTSTA contracts, endorsement, entering in the computer, mailing to candidate and sponsor, filing. • Accounting for PTSC/COC: contracts, exams, TEWs, bursaries, etc. • Keeping statistics on contracts. Keeping lists of successful candidates. • Keeping in touch/ reporting to PTSC chair. • Copying and mailing of calls for examiners. Mailing and filing of PTSC/COC announcements.
Competencies:	<ul style="list-style-type: none"> • Administrative experience • Book-keeping knowledge • English language
TA competencies and requirements:	None
Special requirements:	Maintaining friendly, diplomatic relationship with all officers, chairs, members, staff, in EATA as well related associations through mail, phone, e-mail, and actual contacts during meetings and conferences. Keeping confidentiality in all matters.
Other:	<p>Statutes, Article 14, paragraph h: "directed by Council"</p> <p>Paid on honorary fee based on an hourly rate, decided by Executive Committee, and within a budget which is elaborated with Treasurer and Council, and voted on by General Assembly.</p> <p>Secretary budget (C1) is in two parts:</p> <ul style="list-style-type: none"> - C11: Staff = hourly rate - C12: Material = all office expenses, including reimbursement of travel/accommodation expenses.

Reviewed

Chair EC Peter Rudolph	General Secretary Annamaria Cser	EC Member Sylvia Schachner
Date: 17.11.2019	Date: 23/03/2020	Date: 17/11/2019