

<b>Job description</b>
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<b>Function/Role:</b>	Chair of CC
<b>Committee:</b>	Communication Committee (CC)
<b>Terms:</b>	3 years
Elect/Shadow period:	1 year
Max. years of extension:	3 years
<b>Tasks and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Chair CC live meetings twice a year in March and July and 3-5 internet video meetings during the year. This involves drafting an agenda for each meeting, and distributing it to committee members in advance, taking responsibility that these meetings are minuted and that the minuted actions are completed.</li> <li>• Maintain records of all activities, to be handed and made available to successor.</li> <li>• Attend the yearly Council meeting, in order to:               <ul style="list-style-type: none"> <li>A) Report to Council all decisions, important activities and tasks completed over the year, and targets for the next year; B) Be a resource for the Council when the relevant items are dealt with.</li> </ul> </li> <li>• Take responsibility for an ongoing prompt response to requests from members in terms of communication with EATA.</li> <li>• Taking care for the content and appearance of EATA website, social media pages and other internet channels. Taking care that the content is in line with communication policy of EATA, regulations and ethical code of EATA and laws in Switzerland and European Union.</li> <li>• Taking part in Temporary Selection Committee for EATA conferences.</li> <li>• Responsibility for delegation of tasks to other members of CC, and of monitoring the outcome.</li> <li>• Draw up, devise and administer the budget of CC together with the treasurer of EATA.</li> <li>• The chair of CC works within the EATA Ethical Code and Guidelines</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>• Proficiency in English</li> <li>• Easily approachable</li> <li>• Digital skills / social media skills at least on the level of independent user</li> </ul>



<b>TA competencies and requirements:</b>	At least in contract for CTA
<b>Special requirements:</b>	none
<b>Other:</b>	

Reviewed

Chair of CC Petra Gorsic	General Secretary Annamaria Cser	EC Member Peter Rudolph
Date: 01/06/2020	Date: 22/05/2020	Date: 29/03/2020