

Job description

Function/Role:	Chair of ECC
Committee:	European Connection Committee (ECC)
Terms:	3 years
Elect/Shadow period:	1-year if applicable
Max. years of extension:	3 years
Tasks and responsibilities:	<p>Responsibilities</p> <ul style="list-style-type: none"> • Is responsible for the results of the team • Facilitates a democratic team process • Advises and informs the Executive Committee about developments that are relevant for EATA • Supports and facilitates the team-members of ECC • Supports new team members (introduction, information etc.) • Initiates, prepares and conducts meetings • Participates in meetings organized by the executive committee <p>Tasks</p> <ul style="list-style-type: none"> • Regarding specific ECC-policy <ul style="list-style-type: none"> - Facilitates the team-process to develop and maintain ECC-policy • Regarding finances <ul style="list-style-type: none"> - Prepares and discusses financial requests - Presents budget plan in Council meeting - Checks the actual invoices with the given budgets - Requests the treasurer to pay invoices • Regarding communication <ul style="list-style-type: none"> - Ensures adequate communication towards EC, Council, delegates and National Associations about ECC-decisions and ECC-processes
Competencies:	<ul style="list-style-type: none"> • Leadership qualities • Interpersonal skills • Communication skills • Financial skills • Ethical skills
TA competencies and requirements:	Works according to the EATA Ethical Code
Special requirements:	None



Other:	None
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Reviewed

Chair of ECC Harry Gerth	General Secretary Annamaria Cser	EC Member Peter Rudolph
Date: 25/05/2020	Date: 23/05/2020	Date: 23/01/2020