

Job description

Function/Role:	General Secretary of EATA
Committee:	Executive Committee (EC)
Terms:	3 years
Elect/Shadow period:	1 year (if applicable, General Secretary-Elect)
Max. years of extension:	not restricted
Tasks and responsibilities:	<ul style="list-style-type: none"> • Prepares the agenda, invitation, and related documents for the following meetings <ul style="list-style-type: none"> - monthly EC meetings, - November and March EC Meeting, - Chairs Meeting, - annual Council Meeting and - the General Assembly • Monitoring and follow-up on actual operational topics, projects, tasks, issues in scope of the EC • Works closely together and supports the President in leading the meetings mentioned above • Takes care that EC, Council and GA decisions are in compliance to the Statutes and Council Regulations • Prepares proposal for amendments and modifications in the Statutes or Council Regulations, keeps eye on voting rules in Council • Edits the yearly update of the Council Booklet with relevant information, in cooperation with the Executive Secretary (later Intranet) • Liaison for Delegates from an agreed group of countries and if necessary, for the Delegates for Special and/ or Regional Groups. <ul style="list-style-type: none"> - Keep contact with them (after) during and between council for questions and requests (and answer questions) as well as getting cc in mails relating to other things. (Available for questions and requests during and between councils) - Establish a relationship as a link to EC - To send mail reminding delegates to send their report by the end of May. • Liaison for agreed chairs of committees. <ul style="list-style-type: none"> - Reminding chair to send report twice a year.

	<ul style="list-style-type: none"> - Stay in contact with the chair and receive information about relevant information, aims and strategies - Maintain the relationship as a link to EC • Announce and organise the yearly Outreach Program in cooperation with host associations • Announce and manage nominations for EATA medals, keep contact and the inform relevant persons • Providing support to committees and task forces on different projects • Works closely together with the Executive Secretary and the President
Competencies:	<ul style="list-style-type: none"> • Good organizational and administrative skills • Familiar with social media, and online platforms, tools • Ability to handling complexity • Ability to managing projects • Organizational background is an advantage
TA competencies and requirements:	no special TA-level needed has to be EATA delegate
Special requirements:	
Other:	--

Reviewed

Chair of EC Committee: Peter Rudolph	General Secretary Annamaria Cser	EC Member: Sylvia Schachner
Date: 02/11/2019	Date: 23/05/2020	Date: 02/11/2019