

## Job description

<b>Function/Role:</b>	Vice President
<b>Committee:</b>	Executive Committee (EC)
<b>Terms:</b>	not defined
Elect/Shadow period:	no
Max. years of extension:	open, not restricted
<b>Tasks and responsibilities:</b>	<p>Being available and for Council, Executive meeting twice a year, Outreach Programs and Zoom meetings at about once a month. Doing the necessary preparations and activities regularly.</p> <p>Liaison for Delegates from an agreed group of countries and if necessary, for the Delegates for Special and/ or Regional Groups.</p> <ul style="list-style-type: none"> <li>• Task: Be in 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. (Stay available for questions and requests during and between councils)</li> <li>• Establish a relationship as a link to EC</li> <li>• To send mail reminding delegates to send their report by the end of May.</li> </ul> <p>Liaison for an agreed (number of) chairs of committees.</p> <ul style="list-style-type: none"> <li>• Task: Reminding chair to send report twice a year. Stay in contact with the chair and receive information about relevant information, aims and strategies</li> <li>• Maintain the relationship as a link to EC</li> </ul> <p>Being present and active as well prepared at Council, Outreach program and March meeting. And of course at the regular Zoom meetings.</p> <p>Participate in Taskforces according to how much time is available.</p> <p>(Optional) tasks (Each of the vice president has to take one):</p> <ul style="list-style-type: none"> <li>• Being the contact person for conferences: EATA conference, Research conference and World conference (from EATA, together with president and treasurer).</li> </ul>



	<ul style="list-style-type: none"> <li>• Reminding EATA office to send welcome to bid for conferences, then being responsible for bid pack to be sent out and being the receiver of bids together with other relevant persons.</li> <li>• When national association is successful in their bid for a EATA conference, visit the site to establish suitability. Send all relevant information and contracts so that conferences will run smoothly.</li> <li>• (Optional) Bursaries administrator: Collecting the applications for bursaries, check the forms for completeness and inform the applicants about the possible amount they can get and the necessary next steps.</li> <li>• During the year collecting the invoices from the applicants and send it to the executive secretary.</li> </ul>
<b>Competencies:</b>	Exprience with organisational tasks, good communication and problem solving skills
<b>TA competencies and requirements:</b>	TSTA, PTSTA, CTA, Trainee in contract
<b>Special requirements:</b>	<ul style="list-style-type: none"> <li>• Experience in the management of organizational processes - Ability to work in a team - cooperation - delegation and monitoring of delegated tasks</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>• Ability to discuss and be active in EC meetings.</li> <li>• Ability and experience to discuss training and exam standards in the context of EC</li> <li>• Elected by Council</li> </ul>

Reviewed

Chair of EC Peter Rudolph	General Secretary Annamaria Cser	EC Member Eleonore Lind
Date: 28/03/2020	Date: 22/05/2020	Date: 18/03/2020