

SECRETARY JOB DESCRIPTION

Elected by all members

Mandate: 3 years + the possibility for being extended for one more 3-year period

I. Tasks/Duties:

- In cooperation with the Chairperson invite Steering Committee (SC) members to SC meetings at least 8 weeks prior to meeting
- Send out the agenda approved by the Chairperson in good time prior to Steering Committee meeting
- Write and distribute minutes from the Steering Committee meetings.
- Assist and support the planning and organising of the EPEA Conference and the General Council Meeting (GCM) (*see also conference tasks list*)
- Contact SC and Liaison persons for the General Council Meeting (GCM) at least three months prior to General Council
- Circulate received GCM motions no later than 21 days prior to GC meeting
- Coordinate election procedures in cooperation with the Chairperson
- Convene and organise all elections in cooperation with the Chairperson
- Prepare and organise elections of Regional Representatives in cooperation with the Chairperson.
- Prepare election protocol in cooperation with the Chairperson
- Maintain updated the membership register according to paid membership fees in cooperation with the EPEA Treasurer and the EPEA branches
- Approve all news for website before publication