



## SECRETARY

### JOB DESCRIPTION

*Elected by all members*

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

#### I. Steering Committee (SC) meetings:

- In cooperation with the Chairperson, plan meeting, invite (SC) members and send out the agenda in good time prior to the meeting
- Co-arrange and attend physical SC meetings that take place approximately twice a year, and last for a weekend (*Friday included*)
- Invite and make technical preparations (*with given online software*) for Steering Committee online meetings, that take place approx. 8 times per year, on a weekday evening, and last for one hour
- Write and distribute minutes from all Steering Committee meetings
- Together with Chairperson, monitor agreed deadlines/action lists

#### II. Email and task handling:

- Follow up incoming requests to the EPEA, plus other tasks distributed from the Chairperson (*typically this may be answering emails from members or other persons or organisations requesting information or feedback*)
- Administer different mailing lists

#### III. Document handling:

- Organise and structure online storage of SC documents
- Facilitate SC members in finding information needed
- Organise and monitor shared working-documents

#### IV. General Council:

- Make sure announcement, concerning General Council Meeting (GCM), is sent out to members three months prior to its effective date

- Prepare and organise elections of Regional Representatives during GCM in cooperation with the Chairperson (*the GCM is held every two years – at present in combination with the EPEA Training Conference*)
- Circulate received GCM motions no later than 21 days prior to GC meeting
- Coordinate all elections in cooperation with the Chairperson
- Send out call for nominations for candidates for Officer Elections in good time prior to July 1st
- During GCM – check GCM-procedures to be in line with constitution and inform SC members
- Prepare election reports in co-operation with the Chairperson
- Coordinate making of biennial SC activity report and send out to members 1 month prior to GCM
- Prepare Secretary Annual Report (*Summary Activity Report*) and deliver during GCM

## V. Registrations:

- Make sure the EPEAs register data (*the Norwegian Brønnøysund register, Council of Europe + other relevant registers*) is updated and that compulsory annual reports are sent in