

JOB DESCRIPTION

Secretary of UWE (University Women of Europe)

1. Aim of the position (*objectives and purpose*)

- Ensuring the observation of democratic procedures within UWE, above all in the General Assembly;
- Enforcing and implementing the decisions made by the General Meeting;.
- Writing, editing and/or supervising reports of all Board meetings and of the General Meeting.
- Planning, coordinating and implementing UWE's roadmap in cooperation with the other members of the Board;.

2. Position within the Organisation (*roles and responsibilities*)

Member of the Board

Accountable to the General Meeting

3. Duties, tasks, expected results.

3.1 Monitoring the actions and activities of UWE

- Reviewing and assessing the plans and project proposals, which are drawn up according to the roadmap, and presenting her opinion to the Board;
- Reviewing and assessing the financial report and presenting her opinion to the Board;
- Reviewing and assessing the annual report and the financial report before they are presented to the General Meeting for approval;
- Reviewing and assessing the budget before it is presented to the General Meeting for approval and presenting her opinion to the Board;
- Giving advice to the Board –whether or not it has been requested– on all subjects concerning UWE;
- Monitoring the implementation of decisions taken within UWE.
- Keeping the UWE archives up to date.

Result: Schedule of actions and activities initiated and performed within UWE to be presented to the General Meeting

3.2. Ensuring the observation of democratic principles and procedures within UWE

- Monitoring transparency and the rule of law within UWE;
- Monitoring effectiveness and efficiency.;
- Safeguarding the Constitution and ensuring the observation of by-laws and rules within UWE.

Result: Contribution to the annual report with concrete verification of these criteria.

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3.3 Planning, coordinating and implementing UWE's roadmap .

- Co-author of the roadmap, which is drawn up every three years and presented to the General Meeting in order to be determined.

Result: roadmap covering a period of three years

3.4. Writing, editing and/or supervising the agenda and minutes of Board Meetings and the General Meeting

- Supervising the taking of the minutes during meetings;

- Supervising the agenda and its scheduling;
- Ensuring that due diligence is exercised in relation to all actions and projects;

Result: Contribution to the President's annual report with concrete verification of these criteria, e.g. providing all records for inspection

4. Profile of the position (*professional and interpersonal skills, requirements*)

- legal knowledge preferred;
- experience of office administration in an umbrella organisation;
- knowledge and experience of processes, operations and procedures in women's organisations;
- experience in working within a women's organisation;
- commitment to promoting the interests of women and girls in general and of graduate women in particular;
- high level of competence in teamwork and networking;
- honesty in dealing with Board Members and members of UWE;
- high level of competence in expressing herself orally and in writing (eloquence in speech and writing);
- fluent command of English (spoken and written);
- some knowledge of French and/or German;
- ability to respond to new ideas and proposals with common sense and good judgement;
- Should be prepared and count on a time investment of the 8 to 12 hours a week;
- Is willing and capable to invest part of her own means.