

## Role Description

### Hon. Secretary and EC member

#### Role brief

We are looking for a motivated member to take over the duties of Hon Secretary. As the Hon. Secretary and EC member your skills set shall include strategic thinking, organizational and networking skills and the willingness to travel.

You will be expected to be available for monthly Skype meetings and to travel for 3 Face to Face meetings per year which you will organise.

The ideal candidate is a person with experience in the day to day running of an association with good diplomacy skills, an understanding and interest in European and International health policies and with a drive to help the ETCMA:

'Be recognized by governmental bodies, regional, national and international organisations, NGOs and the public as the main European professional body to consult for information on TCM'.

The Honorary Secretary shall be elected by a majority vote by the General Assembly. Each full member can nominate a person to be Honorary Secretary of the ETCMA. The term of office for Honorary Secretary shall be for 3 years and can be longer subject to agreement by the General Assembly. The maximum number of consecutive terms that can be served by an individual Honorary Secretary is three.

#### Responsibilities

The role of the Honorary Secretary is to support the administrative functioning of the ETCMA through the provision and establishment of administrative structures and procedures.

- Prepare agendas for FTF meetings, Skype Meetings
- Minute meetings, prepare Action Points and circulate if required
- Check that EC members and anybody that has volunteered to do a task has carried it out especially actions from meetings
- Prepare documents as required for GA and Workshops with the Administrator
- Prepare work for ESLD and other events at the Rothenburg TCM congress (liaise with President and AGTCM/congress, receive bookings email attendees, speakers etc)
- Liaise with the Administrator
- Work with the Treasurer to ensure membership fees are requested and paid for
- Book venues etc for GA and work with association hosting the GA
- Gather information for newsletter and work with communications committee
- Ensure website is current and up to date with admin and communications
- Monitoring the need for insurances & ensuring same are in place
- Maintaining the archive of the ETCMA
- Being familiar with the Organisational Rules and advising on adherence as appropriate
- Keeping abreast of developments affecting the legal status of not-for profit organizations and advising the EC on such developments as necessary.

#### Remuneration

The Hon Secretary and EC member receives a yearly honorarium of €1,500 plus expenses as laid out in policy.