



EVER SECRETARY GENERAL ROLE OUTLINE

We are looking for a new Secretary General to commence Feb 2023, for a 5 year term.

Personal specification:

We are looking for an energetic, enthusiastic, committed, and passionate individual who would relish the opportunity to shape the future of EVER and work towards maintaining a vibrant and flourishing association.

This is an excellent opportunity to mould and influence the EVER association. There is plenty of opportunity to expand networks and engage with researchers and clinicians and companies. The role is as big as the individual wants to make it. Routine, day to day operational needs are ably supported by OIC.

The individual should ideally have some knowledge and experience of EVER by having been involved in the past as a Board Member, or if not, at least an active Member, with evidence of commitment to their section.

The candidate must be a paid EVER member of good standing.

Summary of role:

To support the EVER President, Treasurer, Programme Secretary and OIC in discussions, decision making and occasional initiatives.

To compile agendas for twice yearly Board and annual General Assembly meetings.

To review the minutes of these meetings and liaise with Board members and all members on some actions.

To advise other executive board members time to time as required on operational decisions.

Informal enquiries can be made to Prof Marcela Votruba (email: votrubam@cf.ac.uk).

Candidates for General Secretary are nominated by a subcommittee of the Board, comprising, the current President, President Elect, and immediate Past President and Treasurer and Programme Secretary, and then elected via mail ballot by the general membership.

Candidates nominated by the EVER sub-committee, will be asked to provide a 1 page CV and a 250 word Expression of Interest.

This will be put on the EVER website and a ballot launched. An election is held balloting all EVER Members (either f2f or by email/ electronic).

Dates, timelines and deadlines to be confirmed.