



EONS Executive Board Secretary

The Role in Summary

The Executive Board Secretary is a Member of the Executive Board. The role is appointed for a period of two years.

In addition to the Executive Board Member responsibilities, the post holder will oversee the reporting and documentation of the Executive Board meetings jointly with the EONS Secretariat and the Chief Operating Officer (COO).

Board Member skills

The Executive Board Secretary must:

- Be skilled in understanding written and spoken English.
- Be able to write fluently in English to a high standard.
- Have a good working knowledge of best practice processes for the management of formal meetings.
- Have experience of best practice processes for the management of office documentation (legal, financial etc.).

Responsibilities of the Role

The Executive Board Secretary is required to:

- Attend all EONS governance meetings (EB, AC, GM).
- Be responsible for the proof-reading of Executive Board meeting minutes (with COO) and ensure they are submitted to the Executive Board for approval in a timely manner.
- Take the records of meetings, acting as recorder in place of EONS staff if they are unable or not asked to do so.
- Provide 'news' from the Executive Board for the EONS newsletter.
- Collaborate with staff to ensure timely distribution of the Executive Board agenda, supporting papers and minutes.
- Perform special assignments as they arise (for example write an article or report, researching and or evaluating topics of organisational importance for EONS).