

UEG Elections 2017 Job description and personal requirements for the position of UEG Secretary General

I. Role of the Secretary General

The Secretary General is a member of UEG Council and one of the four members of the UEG Executive Committee.

The overall leadership of UEG rests with the Council for strategic decisions. The Executive Committee, with the aid of the Administrative Office, establishes recommendations for high level operational issues regarding the management and administration of UEG. Furthermore, members of the Executive Committee serve as members of the Supervisory Board of the UEG GmbH and the Secretary General has legal authority to co-sign contracts and payments together with the Treasurer.

Together with the President and the Vice President, the Secretary General is responsible for drawing up the agendas and producing and circulating the minutes of Council and Executive Committee meetings, as well as Meetings of Members and Strategic Meetings. This position demands an active role of the Secretary General in the establishment and evaluation of the yearly business and budget plans of the organisation, and in defining and documenting all policies and processes in order to deliver the projects according to plan and within budget.

The position of Secretary General furthermore requires substantial personal commitment to the mission and further strategic development of UEG, to the extent that the Secretary General closely supervises the process of co-ordinating decisions made by the volunteer leadership with the practical management and implementation of activities from professional staff.

The Secretary General consults with the UEG Administrative Office on a regular, usually weekly, basis. He/She works closely with the UEG Executive Director and reports together with his/her colleagues from the Executive Committee to UEG Council and the Meeting of Members.

II. Required knowledge, qualification and experience

The candidate must

1. have an in-depth knowledge of the various processes within UEG and therefore must be a current or past member of UEG Council or a UEG committee
2. have experience in comparable positions and show strong interest in the daily management of a non-profit organisation
3. be able to demonstrate good organisational, strategic and diplomatic leadership skills, and the ability to think and work analytically across organisational and cultural boundaries
4. command a broad experience in gastroenterology and related fields
5. be well known and acknowledged within UEG and by the GI community
6. maintain good relationships with UEG member societies, functionaries, and other stakeholders

A detailed account how each of these 6 requirements will be fulfilled by the candidate must be given in the mission statement (refer to each specific numbered point above). Please limit your statement to three A4 pages or less.

Furthermore, the position of UEG Secretary General requires a very good command of spoken and written English.

III. Volunteer commitment

The candidate has to attend at least four Executive Committee meetings and three Council meetings a year, the Meeting of Members and other UEG business meetings with member societies, Industry and other stakeholders.

Most importantly, the candidate must be able and willing to dedicate a substantial amount of time to this position, even though it is on volunteer basis. This includes regular visits and teleconferences with the Administrative Office and further *ad hoc* communications by email or teleconference as needed.

IV. Term of office

The term for this position starts January 1, 2018 and ends December 31, 2021.

V. How to apply

The right to nominate candidates for eligible Council positions remains with UEG Member societies, including both specialist and national societies. Interested colleagues are requested to seek support from a relevant society for their application and to use the online application form.

Deadline for applications: September 22, 2017

Mandatory documents for upload with the online application:

- Mission statement (max. three A4 pages):
 - o Including a detailed account how each of the six requirements (see II) above) will be fulfilled by the candidate (refer to particular bullet point)
- One page A4 Curriculum Vitae
- Supporting letter from a UEG Member Society

UEG actively promotes equality throughout our organisation and activities, particularly with regard to gender, race and nationality. Candidates from underrepresented groups, in particular women, are encouraged to apply.

For further information, we recommend that candidates view the [Strategic Plan 2015-2018](#) and the [Statutes](#).