

UACES Secretary

Responsibilities as a Trustee

- To ensure that the Association complies with its Constitution (i.e. our governing document), charity law and any other relevant legislation or regulations;
- To ensure that the Association pursues its objects as defined in its Constitution;
- To ensure the Association applies its resources exclusively in pursuance of its objects;
- To contribute actively to the Committees' (i.e. the board of Trustees) role in giving firm strategic direction to the Association, setting overall policy, defining goals and setting targets and evaluating performance;
- To safeguard the good name and values of the Association.

Responsibilities as an Officer

- Maintaining an overview of the Association's affairs;
- To ensure the effective and efficient administration of the Association;
- To ensure the financial stability of the Association and to ensure the proper investment of the charity's funds.

Responsibilities as Secretary

- To represent the Association in issues relating to the discipline of contemporary European Studies as a subject area;
- To collate and when required, to draft responses to opinion calls by external institutions;
- Together, with the Chair, to liaise with the editors and publishers of Association publications;
- To lead grant-funded projects, from application to delivery;
- To contribute to the Annual Report, with a formal presentation each year at the Annual General Meeting;
- To convene and chair the Events & Activities working group;
- To convene and chair other working groups of the Committee as required;
- To take responsibility for the selection of venues for future annual conferences and to liaise with local organisers on the programme content;
- Authorising payments and signing cheques as required, where the Treasurer is unavailable;
- To convene and lead staff appraisal panels each year;
- Sitting on recruitment and disciplinary panels as required.

Qualities required for the role

- High reputation and profile in the European Studies academic community;
- Commitment to, and knowledge of, the work of the Association;
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship;
- The skills to analyse proposals and understand their financial consequences;
- Willingness to devote the necessary time and effort, and to act as a Trustee of the Association;
- Strategic vision;
- Experience of staff management and chairing committees;
- Ability to work effectively as both leader and member of a team, as appropriate;
- Ability to think critically and independently;
- Willingness to make unpopular recommendations to the Committee, if necessary;
- Ability to lead debates in Committee, while ensuring members can make a full contribution;
- Willingness to be available to Staff, Officers and Committee members for advice and enquiries on an ad hoc basis;
- Commitment to Nolan principles of standards in public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.