

Decription of the Role of EALTA Secretary

The main responsibilities of the role are as follows:

1. Website:

The Secretary has responsibility for keeping the EALTA website updated in all sections with the exception of the annual conference website which is the responsibility of the conference organiser.

For this work the Secretary liases with Lancaster University where the site is hosted.
2. Membership

The Secretary has responsibility for maintaining the record of individual members up to date, and to organize renewal campaigns at regular intervals (every 3-4 years)

The Secretary liases with the Treasurer for the maintenance of the Institutional membership

For work on the database the Secretary liases with Lancaster University.
3. Communications

The Secretary office is the address where all paper communications arrive.

The Secretary e-mail address is the first point of contact for communications from the membership and from external stakeholders.

For this reason the Secretary communicates on behalf of the Executive Committee with other NGOs, the CoE and other Institutions.

The Secretary sends out notices to the membership list about any upcoming elections.
4. AGM papers

The Secretary takes the minutes at the AGM meetings and is in charge of sending the AGM papers to the list within the timing specified in the constitution
5. Executive work

The Secretary is a full member of the EALTA Executive team and participates as such in all meetings and discussions of the team.

The Secretary takes the minutes of these meetings and files them for future reference.