

Roles of the EALTA¹ Trustees: the Secretary

The Secretary ... shall serve a three-year term of office and may serve no more than two successive terms in the same capacity. (CIO Constitution, section 12.5.2)

The Secretary's address is the official EALTA mailing address, and their e-mail is the first point of contact for communications from the membership and from external stakeholders.

The main responsibilities of the EALTA Secretary are as follows:

- Communicating on behalf of the Executive Committee with other NGOs, the CoE, and other institutions.
- Distributing the notice of general meetings, including the Annual General Meeting (AGM), and the accompanying documentation to the EALTA membership list within the timeframe specified in the Constitution (section 11.3)
- Preparing the agenda of Executive Committee meetings in collaboration with the President. Taking minutes at the Executive Committee meetings and the AGM.
- Maintaining the Association's file repository.
- Keeping the EALTA website updated in all sections; liaising with Lancaster University where the site is hosted. (The conference website is updated by the conference organiser.)
- Sending out calls for proposals for funded events.

25 May 2022

¹ EALTA - the European Association for Language Testing and Assessment is a Charitable Incorporated Organisation (CIO), registered in England, charity number 1198137