

OFFICER JOB DESCRIPTIONS

HONORARY SECRETARY

- The Honorary Secretary is responsible for keeping the records of the INPO and the minutes of all meetings. He/she shall be responsible for preparation of the annual report of the INPO.
- He/she shall , in collaboration with the administrative staff of the INPO, coordinate all administrative requirements of daily management of the INPO.
- The Honorary Secretary will de facto undertake the role of as one of the directors of the EUSEM INPO.
- The role will require attendance at meetings of the Board, Council and General Assembly meetings.
- The Honorary Secretary will attend all EUSEM congresses during the term of office.
- The term of office will be 3 years renewable for 2 terms

(Workload: 3-5 hours per week)