

## **YEMD Secretary**

### Requirements:

- EUSEM full member
- Active in YEMD for at least a year or write a short motivation why you are a good candidate

Duration of position: 1 year, can be renewed up to two times via yearly elections

### Job description

- practically organise YEMD board meetings: 1. Synchronise availabilities; gather agenda items from other board members and establish the agenda; take notes during the meetings; send out completed notes for approval afterwards;
- keeping the dropbox info up to date
- keep track of YEMD membership; make sure the website is up-to-date regarding YEMD members; support actions aimed at improving membership;
- help the chair organise the elections

### Compensation:

- ➔ Free congress entrance in the following year if task completed successfully as agreed by the YEMD board