

## PROFILE SECRETARY-TREASURER

An elected candidate for Secretary-Treasurer first serves a term of two years in the board and may be re-elected twice to a maximum of six years of tenure.

### Responsibilities

- Planning and organising of, and being present at the board meetings, who meet five times per year: the Friday meeting of the annual conference in June (start of President's tenure), September, December, March and the Sunday meeting of the annual conference in June. An additional meeting may be held when actual developments require so.
- Submitting and presenting the finance report on the previous calendar year at the association's annual business meeting, where the annual business report is presented to the membership. This meeting takes place during the annual conference in June.
- Budget development and control together with the Director Finance & IT.
- Notifying members of proposed amendments to the association's constitution.
- Organising the annual board elections.
- Handling requests for board members' expenses.
- Chair of the financial committee, which prepares and monitors the EAGE investment strategy and reviews the medium term financial plan of the entire organisation.

### Commitment

- Travelling to board meetings: a board meeting is normally spread over two days (one full and one half day). The meetings are predominantly held at the office in Houten (the Netherlands), but can also be organised at the location of an EAGE event.
- Representing the association at the annual conference & exhibition (6 days, June).
- Stay connected with the Executive Director and Board of Directors between board meetings by email and phone.
- Involvement in the evaluation of the Executive Director.

### Requirements

- EAGE member in good standing.
- Demonstrated active membership.
- General financial knowledge.
- Excellent intercultural communication skills.
- Permission to travel.