

APPLICATIONS INVITED FOR THE ROLE OF SECRETARY-GENERAL AND MEMBER OF THE ExCo of ECTP-CEU

The ECTP-CEU is seeking a new member of the ExCo specifically to take on the role of Secretary-General.

The main principle guiding the work of the ExCo is equality of effort and contribution. This is founded in transparency, openness, and respect for each other. We work as a team, valuing debate, as we aim to increase the participation of all our members to raise the profile of planners across Europe.

ECTP-CEU members are invited to apply for the role of Secretary-General, in which they will make an important and essential contribution to the work of the ExCo. The rules state that the role is filled by a person from an organisation which is a full member of the ECTP-CEU*.

This position has become vacant due to the resignation from the role by the incumbent. The appointment will bring the ExCo up to a membership of eight, as agreed at the Autumn GA in Athens.

Main attributes for the role

The position of Secretary-General is a voluntary role. The Secretary-General will work in a team with the other members of the ExCo, and specifically will work closely with the secretariat (the sole employee of the ECTP-CEU). Whilst she works from an office in Brussels, there is no requirement for the Secretary-General to be based in Brussels, and regular communication by email, Zoom and telephone will be expected.

Applicants must be:

- professional planners with an interest and enthusiasm for planning in Europe;
- experienced in working in an administrative capacity, and especially helpful if it was in a not-for-profit organisation;
- a member of an organisation which is a full member of the ECTP-CEU;
- able to communicate effectively in English (the ECTP-CEU is a bi-lingual organisation in French and English but the language of the meetings and written communication is English);
- available to attend at least 6 ExCo meetings per annum, some in person (usually in Brussels) and the majority on-line;
- proactive and with ideas for the work of the ECTP-CEU;
- able to take up the role as soon as possible and commit to it for at least 3.5 years;
- prepared to occasionally undertake international travel;

* Persons from corresponding members are not eligible to take on this role.

- have excellent verbal and written communication skills including report-writing.

Role description of Secretary-General

The Secretary-General is responsible for the smooth running and management of the administrative affairs of the ECTP-CEU.

The role of the Secretary-General is to:

- oversee the administration of the ECTP-CEU in accordance with the legal requirements and the regulations of the Belgian authorities;
- oversee the work of the secretariat to ensure that the roles are carried out efficiently and in response to the exco's direction and policies;
- oversee the redistribution of e-mails and any written correspondence received by the secretariat, either to specific contact persons, or to the ExCo, or to the GA, or directly to the website for publication;
- answer invitations to various events from external bodies and members;
- work with the President and the whole of ExCo to prepare agendas for the ExCo meetings, the General Assembly, and other events such as the Biennial;
- ensure that notices for meetings, agendas, and minutes are completed within the deadlines of the terms of the regulations and statutes;
- in agreement with ExCo, set the schedule and timescales for the ExCo meetings, the General Assembly, the Young Planner project, the Biennial, including the timetable for advertising and publishing;
- receive the requisite reports from member organisations regarding their progress during the preceding year, in compliance with the internal regulations;
- receive the applications from potential new members and produce reports for ExCo along with the necessary paperwork and recommendations for acceptance;
- assist in setting up and managing elections in agreement with the ExCo;
- work with the President and Treasurer in ensuring that the correspondence, policies, minutes, budgets and any other written documents are signed correctly before being sent out.

Application information and timescale

Applicants for the post of Secretary-General should submit their application to the secretariat@ectp-ceu.eu by 2300 hours (CET) on Friday 6th May 2022

Please include:

- Full name and home address
- Name of the association of which you are a member verifying that it is a full member of the ECTP-CEU
- A short statement of up to 400 words stating why you want the position, and what contribution you think you will make
- Confirmation of the date that you are available to take up the post, given that this has to be as soon as possible.

The applications will be reported and summarised to the GA delegates in Bergen. Applicants will be asked to make a short statement to the GA in Bergen on 14th May 2022 (in person or on-line), following which and in accordance with the statutes and internal regulations of the

ECTP-CEU, there will be a vote. The appointed person will be invited to join the ExCo immediately after election.

If you have any questions, please do not hesitate to write to janetaskew@townplanning.eu and for more information about the roles and the internal regulations, please see: (<https://ectp-ceu.eu/about-us/statutes-statuts/>) – (<https://ectp-ceu.eu/about-us/internal-regulations-reglement-dordre-interieur/>) and for more information about the ECTP-CEU, please see <https://ectp-ceu.eu>

A handwritten signature in black ink, appearing to read "Janet Askew". The signature is written in a cursive, flowing style.

Janet Askew
President of the ECTP-CEU
18 April 2022