



## **EMWA Executive Committee (EC) Officer Job Description: HONORARY SECRETARY**

For details regarding eligibility, election, duration of office, meetings, benefits and advantages: See Policy Document: Executive Committee (EC) Roles and Responsibilities on the EMWA website or contact Head Office for the latest version.

### **Responsibilities**

The Honorary Secretary is also the registered Company Secretary for EMWA. The majority of responsibilities of the Company Secretary are in line with those of the Honorary Secretary.

- In addition, needs to be a member of the Finance Subcommittee.
- Regularly review the Articles of Association, Rules of the Association, policies and procedures, and all other official EMWA documents to ensure they still reflect the current practices. When required, coordinate updates to these documents. Changes to the Articles of Association, Rules of the Association, policies and procedures are approved by the EC. If the changes are significant, the member's approval may also be requested. Communicate EC's decision as appropriate.

### **Monitoring Head Office Performance**

- Together with the President and Vice-President (Treasurer may also be invited), meet with HO staff and conduct an annual review of HO services and coordinate any change to the HO service provider.
- Receive monthly report from HO, together with the President and Vice-President receive details of any performance issues, address with HO and follow to resolution.

### **Contracts**

- Review and approve all contracts between EMWA and service providers. Ensure revised contracts are approved by the EC as appropriate.

### **Meetings of the Members (Annual Meeting [AM] or Extraordinary General Meeting [EGM])**

- Ensure the call for nominations is sent out according to the legally-required time limit before the conference, as set out in the Articles of Association and meeting pack is sent by HO to all members
- Chairs the AM

### **New EC Members**

- Ensure each new EC member receives an official administration pack once elected on to the EC and completes accordingly.

### **Data protection**

- Serves as EMWA's Data Protection Officer unless this task is delegated (and minuted thus) to another EC member.

### **Other Responsibilities**

Every EC member is a director of EMWA. Ensure directorship forms are completed and returned in a timely manner after election to the EC.