

Terms of Reference of the ECPGR Executive Secretary/Director

DRAFT September 2012

1. The Executive Secretary/Director represents ECPGR to the EU and other relevant international and European organisations and assures the good visibility of ECPGR in these fora.
2. The Executive Secretary/Director develops its activities under the responsibility of, and in close collaboration with, the ExCo and the Steering Committee.
3. The Executive Secretary/Director prepares the budget and is responsible for taking financial decisions.
4. The Executive Secretary/Director manages and supervises the ECPGR secretariat and AEGIS.
5. The Executive Secretary/Director reports annually to the ExCo and the Steering Committee on activities carried out within the Programme framework.
6. The Executive Secretary/Director leads the Secretariat in fund raising activities for ECPGR.
7. The Executive Secretary/Director assists to the Steering Committee meetings without the right to vote.

Pros of establishing the position: Better visibility of ECPGR to the 'World' that should strategically improve the relationship with EU and other potential donors and address financial and technical aspects

Cons: Cost (additional, thus needs to be taken away from other positions) and difficulty to find a senior person working at part time.