



European Litter Prevention Association

(ELPA)

Job Description – Secretary

General

Job Title Secretary General

Responsible to The Board of Directors

NATURE of the POSITION

The Secretary General assures the day-to-day management of the Secretariat and of the affairs of the Clean Europe Network / ELPA under supervision of and in consultation with its Board and officers. He/she is responsible for ensuring that the Association operates within the law and that the secretariat delivers on its obligations and responsibilities.

The Secretary General is the permanent “face” of the Network in Brussels and will play a pro-active role in driving the strategy and development of the Clean Europe Network / ELPA, in consultation with the Board and General Assembly.

The Secretary General is appointed by the General Assembly of the ELPA on the recommendation of the ELPA Board and becomes a Member of the Board. He/she may exercise this function on a full or part time basis, as mutually agreed. Unless otherwise agreed, the Secretary General’s mandate is renewed year-on-year.

The office of Secretary General will normally be held by a person who is not an employee of a Member organisation. The Secretary General is expected to be neutral in his/her dealings with Members.

DUTIES

Under supervision of & in consultation with the Board, the Secretary General’s duties will include:

1. Ensuring that the statutes & by-laws of the Clean Europe Network / ELPA, and any procedures or policies developed by the Board and/or General Assembly, are applied and respected by staff and members.
2. Implementation of the Aims & Objectives of the Clean Europe Network / ELPA.
3. Overall responsibility for the day-to-day administration of the Clean Europe Network / ELPA, including:

- a) budgeting, book-keeping & accountancy, and financial reporting to the Board and General Assembly;
- b) overall responsibility for managing the work projects of the Clean Europe Network / ELPA;
- c) hiring Clean Europe Network / ELPA personnel and supervising their work and terminating their employment in full respect of the applicable legislation;
- d) ensuring that the outputs of the Clean Europe Network / ELPA are disseminated appropriately;
- e) ensuring that any intellectual property rights owned or developed by the Clean Europe Network / ELPA are respected, including (but not limited to):
 - trade marks, brands, logos, designs;
 - authors' rights/copyright;
 - patents;
- f) liaison with sponsors and funders;
- g) ongoing management of relations with suppliers and service providers;
- h) ensuring that premises fit-for-purpose and adequate supplies and equipment are available for the secretariat to carry out its functions effectively within the limits of the budgets available.

4. Issuing invitations and agendas for General Assembly, Board and other meetings as directed by the President.

5. Administration of General Assembly, Board and other meetings.

6. Acting as returning officer and carrying out other duties as decided by the Board.

7. Documentation and recording at meetings.

8. Notification of all statutory changes to the official Belgian gazette, where appropriate.

9. Dissemination of appropriate information to Members.

10. Representation of the views of the Clean Europe Network / ELPA as directed by the Board (or, where this is not possible, the President):

- a) to the EU institutions;
- b) at meetings with relevant European level stakeholders groups, such as:
 - associations of local government/city authorities;
 - industry and commerce;
 - environmental and consumers NGOs;
- c) to the press & media;
- d) to the general public;

e) to others, as agreed.

WORKING RELATIONS WITH THE SECRETARY GENERAL

The day-to-day operation of the Secretariat of the Clean Europe Network / ELPA is delegated to the Secretary General by the Board. The Secretary General will use his/her best judgment to submit to the Board any matter which merits its attention in consultation with the President. Failure to do so may, in due course, be judged to be a matter of negligence or misconduct by the Board.

At the discretion of the General Assembly, arrangements may be made to remunerate the Secretary General for the services provided. The detailed arrangements (operational and financial) are made by the Board, are taken into account in the overall budgetary process of the Clean Europe Network / ELPA and are subject to the approval of the Plenary Meeting.

Where the Secretary General's position is remunerated, the services provided to the Clean Europe Network / ELPA will be regulated in a service contract between the Clean Europe Network / ELPA and the legal or moral person engaged to provide the services of Secretary General. Any decision to terminate the mandate of a remunerated Secretary General must be made with a minimum notice of 6 months. This contract will be signed by the President on behalf of the Clean Europe Network / ELPA.

In the event of gross negligence or gross misconduct, the Secretary General may be relieved immediately of his/her mandate by the Board. Such decision is, however, subject to subsequent confirmation by the Plenary Meeting. This requires a two thirds majority of Full Members present or represented (on condition that the normal quorum is attained). In this situation, the Secretary General will have the right to make his/her case to the Plenary Meeting before it takes any decision to endorse or reject the decision of the Board.