



**CALL FOR PRESIDENT-ELECT AND THREE EXECUTIVE
COMMITTEE POSITIONS**

Dear Education and Training colleagues,

**We hereby open a call for a position of President-Elect, a position of
Honorary Treasurer, a position for Honorary Secretary and a position
for a Communications Officer**

Brief job descriptions are provided on the next page.

Please send to secretary@etplas.eu your application for President-Elect or for replacing any of the three Executive Committee Member positions (as described above) before 14th of August 2022.

Required documentation:

1. Short CV not longer than two A4 pages.
2. Letter of motivation explaining why you are applying to the chosen position
3. For the President-Elect, a text laying out your vision for ETPLAS and what you would like to achieve under your mandate as President.

Marcel Gyger
Honorary Secretary
June 25th, 2022

Brief job description President-Elect

1. President-Elect and Past President will assist the President to assure consistency and continuity through time of the Executive Committee's work (see below, brief description of President's job). It is expected that the aims of ETPLAS and how the organisation works are well known by the candidate, as well as the duties of the Executive Committee. Therefore, the President-Elect should preferably be elected from Executive Committee members.
2. In case the President is absent, the President-Elect / Past President will chair the meetings of the Executive Committee, the Stakeholders' Board meetings as well as the Annual General Assembly or Exceptional General Assembly.
3. The current term of this position is from January 1st, 2023, followed by Presidency from January 1st 2024 to December 31, 2025 and as Past President from January 1st 2026 to December 31, 2027.

Brief job description of the President:

1. The President shall play the role of the Chief Executive Officer of ETPLAS, and shall preside at General Assemblies, Stakeholders' Board meetings and the meetings of the Executive Committee.
2. The President shall also, at the General Assembly and at other relevant occasions, communicate to ETPLAS such matters and make such suggestions as may in his/her opinion tend to promote the objectives of ETPLAS and shall perform such other duties as are necessary as may be prescribed by the Stakeholders' Board.

Besides the President and the President Elect / Past President, the Executive Committee is completed by three members, the Hon. Treasurer, Hon. Secretary and the Communications Officer.

Brief job description Honorary Treasurer

The duties of the Honorary Treasurer are:

1. The Treasurer is responsible to coordinate with the administrative Secretariat the maintenance of a simple set of books and the recording of all items of income and expenses as they occur, to pay out all bills signed by the Treasurer, the President or the organisation Secretary and to make reports at meetings, as necessary.
2. The Treasurer of ETPLAS shall keep a running account in a UK Bank as well as in a Spanish bank. The accounts should be submitted to the members in an AGM before the end of the following year.
3. The Treasurer will report to the AGM on the financial situation of ETPLAS and



will, as appropriate, propose the due actions to keep ETPLAS sustainable.

4. As a member of the Executive Committee attend the monthly Executive Committee meeting, all General meetings and Stakeholders Board meetings.
5. The current term of this position is from January 1st, 2023 for two years; second and third terms are possible, extending respectively from January 1st, 2025 to December 31, 2026 and January 1st, 2027 to December 31, 2028.

Brief job description Honorary Secretary

The duties of the Honorary Secretary are:

1. The secretarial responsibilities are split between the administrative Secretariat and the ETPLAS Honorary Secretary. The latter is a major support to the presidency, providing all necessary documents and materials for each meeting, and preparing in advance with the President the order of business for each meeting.
2. As a member of the Executive Committee, attend the monthly Executive Committee meeting, all General meetings and Stakeholders Board meetings.
3. The current term of this position is from January 1st, 2023 for two years; second and third terms are possible, extending respectively from January 1st, 2025 to December 31, 2026 and January 1st, 2027 to December 31, 2028.

Brief job description Communication Officer

The duties of the Communication Officer are:

1. Supervising the maintenance and development of the ETPLAS website infrastructure, carried out by the IT providers.
2. Maintenance and developments of social media accounts.
3. Maintain, expand, and advertise the education and training resources available on the ETPLAS website, in close collaboration with partners inside and outside the ETPLAS community.
4. As a member of the Executive Committee, attend the monthly Executive Committee meeting, all General meetings and Stakeholders Board meetings.
5. The current term of this position is from January 1st, 2023 for two years; second and third terms are possible, extending respectively from January 1st, 2025 to December 31, 2026 and January 1st, 2027 to December 31, 2028.
