

## **Adjunct Secretary General - Education**

### **Position Description and Requested Qualifications**

*The EAU represents the leading authority within Europe on urological practice, research and education. Over 16,000 medical professionals have joined its ranks and help to create forward-looking solutions for continuous improvement, professional growth and knowledge sharing. The EAU delivers training, stimulates research and broadcasts information. The EAU's scientific publications encourage discussion and its expert recommendations guide urologists in their every-day practice.*

*The aims and objectives of the Association are:*

- *to act as the representative body for European urologists and facilitate the continued development of urology and all its superspecialities;*
- *to foster the highest standards of urological care throughout Europe;*
- *to encourage urological research and enable the broadcasting of its results;*
- *to promote contributions to the medical and scientific literature by its members;*
- *to promote European urological achievements worldwide;*
- *to establish standards for training and European urological practice;*
- *to contribute to the determination of European urological health care policies;*
- *to disseminate high quality urological information to patients and public.*

The Adjunct Secretary General - Education is part of the EAU's Executive Committee. The Executive Committee comprises of the following members: Secretary General, up to three Adjunct Secretaries General, the Treasurer and the Secretary General-Elect when deemed appropriate. The Executive Committee is the decision-making organ of the EAU. Its decisions will be carried out by the different offices. The Executive Committee and offices will be assisted by the EAU Central Office that is run by the Executive Management. The Adjunct Secretary General – Education, in conjunction with the Executive Committee, will act freely according to the EAU statutes and bylaws and may represent the EAU in a legally valid manner.

The Adjunct Secretary General - Education shall serve a four (4) years term, once renewable.

#### **Position Description**

- The Adjunct Secretary General - Education shall perform any duties which are assigned by the Secretary General and shall perform the functions of the Secretary General in his absence.
- The Adjunct Secretary General - Education shall serve on the offices as stipulated in the bylaws and as assigned to.
- The Adjunct Secretary General - Education serves on the following committees:
  - EAU Executive Committee
  - EAU Board
  - Ex-Officio Education Office (European School of Urology)
  - Ex-Officio EU-ACME Office
  - Ex-Officio European Urological Scholarship Programme (EUSP)
  - Ex-Officio Young Urologists Office (YUO) including the European Society of Residents in Urology (ESRU) and the Young Academic Urologists (YAU)
  - Ex-Officio EAU Guidelines Office, including EAU Patient Information
  - Ex-Officio Scientific Congress Office
  - Board of Trustees of the EAU Research Foundation

- Any of the Executive Committee members may serve as an ex-officio member of any office.
- In absence of the Secretary General either the Secretary Elect or (one of the) Adjunct Secretaries General convenes and presides over the meeting of the General Assembly and is responsible for the minutes of the meeting.
- The Adjunct Secretary General - Education should ensure the good governance of the association in conjunction with the Secretary General.
- The Adjunct Secretary General - Education represents the EAU on all occasions in national, international and intercontinental organisations.
- The final responsibility for all organisational and financial matters regarding the congresses will remain with the Executive Committee and thus the Adjunct Secretary General - Education.
- The Adjunct Secretary General - Education is responsible for the promotion of the association.
- The Adjunct Secretary General - Education is responsible for the development of strong working relationships with appropriate organisations and other associations and cooperation with the Executive Committee.

### **Position Qualifications/Requirements**

- Must be EAU Active Member, active in the practice of urology.
- Must be fluent in English (both oral and written) as the official language of the Association is English.
- Should have corporate/board governance experience.
- Must be active in the practice of urology during his/her entire term.
- Knowledge of EAU History (e.g., prior membership of an EAU Office, Section Officer, or experience on EAU committees, etc.).
- Must be available for frequent communication with members of the Executive, Board and staff via email, phone- and video-conference (approximately up to 10 hours per week commitment).
- Must meet travel requirement for EAU and other international meetings (approximately 50 overnight stays per year):
  - Approx. 10 EAU Executive meetings per year
  - Max. of 2 EAU Board meetings per year (combined with EAU Executive meetings)
  - EAU Annual Congress
  - Education Office (2 meetings per year)
  - EU-ACME Office (1 per year)
  - EUSP Office (2 meetings per year)
  - EAU Guidelines Office (2 meetings per year)
  - Scientific Congress Office (2 meetings per year)
  - 'EAU meets National Societies' meeting (1 meeting per year)
  - Board of Trustees of the EAU Research Foundation
  - Other EAU meetings or activities (appr. 5 per year)
  - EAU Lectures worldwide (upon request of national societies) (approx. 2-3 per year)
- Should have strong operational skills combined with strategic vision, be dynamic, diplomatic, flexible and able to work under pressure, with impressive communication and language skills as he/she will operate in a multi-cultural environment.
- Must be an effective communicator and express enthusiasm/interest in position.
- Must regularly compose/review correspondence, articles and reports.
- Must comply with EAU's Disclosure and Conflict of Interest Policy, thereby divesting himself/herself of any governance role, consultant or advisor, paid lecturer or paid attendee with Pharma/Medical Device companies prior to and throughout the term of office for this EAU policy-making position.
- May not serve as Expert Witness (for either plaintiff or defendant) in medical liability cases while a member of the Board of Directors.
- Must understand that all power rests with the full Board, not individual Board members.
- Must comply with applicable laws, regulations, bylaws, policies and Code of Ethics.

## **Application**

Individuals wishing to apply must submit a Curriculum Vitae along with a personal Statement of Interest indicating their understanding of the position and provide a current Disclosure/Conflict of Interest Statement. Please note that a person may not have a significant conflict as determined by the Board and Executive during his/her tenure as chair. These documents should be forwarded to the EAU at [snc@uroweb.org](mailto:snc@uroweb.org) to the attention of the Chair of the Search and Nomination Committee – Prof. Chris Chapple by **1 October 2019**.

The EAU Executive will select finalists for the position to be interviewed by the EAU Search and Nomination Committee before **the end of December 2019**.

The candidate for the Adjunct Secretary General – Education position is to be elected in a secret ballot by a majority of votes of the eligible members present and voting at the General Assembly in Amsterdam 2020 upon nomination by the SNC.