

Adjunct Secretary General - Science

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 urology patients and the general public.*

The Adjunct Secretary General - Science is part of the EAU's Executive Committee. The Executive Committee comprises of the following members: Secretary General, up to three Adjunct Secretary Generals, 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 – Science, 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 - Science shall serve a four (4) year term, once renewable.

Position Description

- The Adjunct Secretary General – Science 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 - Science shall serve on the offices as stipulated in the bylaws and as assigned to.
- The Adjunct Secretary General - Science serves on the following committees:
 - EAU Executive Committee
 - EAU Board
 - Ex-Officio EAU Section Office
 - 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 EAU office.

- In absence of the Secretary General, either the Secretary General Elect or (one of the) Adjunct Secretary General(s) convenes and presides over the meeting of the General Assembly and is responsible for the minutes of the meeting.
- The Adjunct Secretary General - Science should ensure the good governance of the association in conjunction with the Secretary General.
- The Adjunct Secretary General - Science 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 - Science.
- The Adjunct Secretary General - Science is responsible for the promotion of the association.
- The Adjunct Secretary General - Science is responsible for the development of strong working relationships with appropriate organisations and other associations and cooperation with the Executive Committee.

Position Qualifications/Requirements

The applicant:

- 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.
- 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 e-mail, phone- and video-conference (approximately up to 10 hours per week commitment).
- Must meet the travel requirements 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
 - Section Office (2 meetings per year of which 1 during annual congress)
 - 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 (approx. 5 per year)
 - EAU Lectures (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.
- 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 Adjunct Secretary General. These documents should be forwarded to the EAU at snc@uroweb.org to the attention of the Chair of the Search and Nomination Committee - Prof. Christopher Chapple by 1 November, 2018.

The EAU Search and Nomination Committee will interview finalists for this position by the end of the year.

The Adjunct Secretary General - Science 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 Barcelona 2019 upon nomination by the SNC.