

## **Secretary General Elect**

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

*The European Association of Urology (EAU) was established in 1972 with a clear purpose - the improvement of patient care at the forefront of everything the association does. That purpose is as relevant today as it was in 1972. The delivery of this care today must be evidence-based, patient focused, cost-effective and data-driven towards value-based healthcare provision. The EAU represents the leading authority within Europe on urological practice, research and education. Over 19,000 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 Secretary General Elect is part of the 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 by the Executive Committee. 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 Secretary General Elect 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 Secretary General Elect shall be elected for one (1) year and may not be re-elected in this position. The Secretary General Elect, after serving one (1) year in this office, shall be elevated to the office of the Secretary General for the term as stipulated in the Bylaws Article 9, Section 3.1 without again standing election.

The nomination and election of a Secretary General Elect usually takes place one (1) year before the second term of the Secretary General expires or one (1) year before the first term expires if the Secretary General is not willing to continue for a second term, or any other point in time that seems to be appropriate.

### **Position Description**

- The Secretary General Elect shall replace the Secretary General in his absence and shall perform any further duties which are assigned by the Secretary General.
- The Secretary General Elect represents the EAU on all occasions in national, international and intercontinental organizations. In his absence he is replaced by the one of the other Executive Committee members.

- The Secretary General Elect is responsible for the promotion of the association. Importantly, the Secretary General provides leadership in the implementation of organisational strategy towards delivering on the EAU's purpose of the improvement of patient care at the forefront of everything the association does (delivery of this care to be evidence-based, patient focused, cost-effective and data-driven towards value-based healthcare provision).
- Any of the Executive Committee members may serve as an ex officio member of any office.
- The Secretary General Elect shall serve as chair of the Executive Committee upon absence of the Secretary General and shall serve on the offices as stipulated in the bylaws.
- The Secretary General Elect convenes and presides over the meeting of the General Assembly upon absence of the Secretary General and is responsible for the minutes of the meeting.
- The Secretary General Elect convenes and presides over meetings of the Executive Committee and Board upon absence of the Secretary General and is responsible for the minutes of the meetings.
- The Secretary General Elect represents the EAU on all occasions in national, international and intercontinental organisations.
- The Secretary General Elect is responsible for all correspondence related to the association and he administers the archives upon absence of the Secretary General.
- The Secretary General Elect administers and manages the affairs of the association and at all times acts as its principle representative upon absence of the Secretary General.
- The Secretary General Elect coordinates all activities and collects reports from the offices of the association upon absence of the Secretary General.
- The Secretary General Elect supervises the EAU Central Office upon absence of the Secretary General.

### **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.
- Knowledge of EAU History (e.g., prior Board member, 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 20 hours per week commitment).
- Must meet travel requirement for EAU and other international meetings (approximately 50 overnight stays per year):
  - Appr. 10 office meetings per year
  - Max. of 2 EAU Board meetings per year
  - EAU Annual Congress
  - Membership Office
  - Scientific Congress Office (3/4 meetings per year)
  - EU-ACME Office (1 per year)
  - 'EAU meets National Societies' meeting (1 meeting per year)
  - Other EAU meetings or activities (appr. 5 per year)
  - EAU Lectures (upon request of national societies) (appr. 10 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 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.

### **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 Secretary General Elect. 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. Christopher Chapple by **15 November 2021**.

The EAU Search and Nomination Committee will propose one candidate to the General Assembly in Amsterdam in March 2022 and candidates will eventually be elected by a secret ballot at the time of this General Assembly.