



International Bureau for Epilepsy

## **Role Description**

### **Secretary-General, International Bureau for Epilepsy** **(IBE)**

#### **Introduction**

This role description is intended to provide guidance only as to the type of activity, the duties, responsibilities and the level and range of authority of the position of Secretary-General of the IBE.

This role description should be read and understood in conjunction with the Constitution and Bye-Laws of the International Bureau for Epilepsy, which take precedence in all matters.

This role description should also be read and understood with reference to the document 'Legal obligations of members of the International Executive Committee', which outlines fiduciary duty.

The official language of IBE is English. The Secretary-General should have a sufficient command of spoken and written English in order to effectively discharge his/her duties and responsibilities.

The role of Secretary-General of IBE can be demanding of both time and energy. Predictably, carrying out the role will require travel on a worldwide basis.

- The Secretary-General shall co-ordinate the affairs of IBE under the direction of the International Executive Committee. He/She shall keep a book containing the current bye-laws in which all modifications are entered as they are made. He/She shall keep a record of all modifications to the Constitution.
- The Secretary-General shall be responsible for matters relating to membership including; issuing notices for dues payments, issuing other notices and announcements to members and the development of new members.
- The Secretary-General shall liaise closely with the Secretary-General of the International League Against Epilepsy (ILAE) when necessary on matters of mutual interest to IBE and ILAE regarding membership.
- The Secretary-General shall ensure that he/she works collaboratively with his/her colleagues on the International Executive Committee.
- The Secretary-General shall be a member of the IBE Management Committee comprised of the President, Secretary-General and Treasurer of IBE.
- He/She shall be an ex-officio member of other IBE Commissions, Committees, Working Groups, Task Forces and other bodies established by IBE and as required by agreed terms of reference.
- He/She shall serve as required on other committees, working groups and representative bodies both within and outside of IBE.
- He/She shall otherwise represent the International Executive Committee and the members of IBE as required.

- In common with the other members of the International Executive Committee, the Secretary-General shall be a member of the Joint Executive Committees of IBE and ILAE.
- He/She shall be a member of the Joint Management Committees of IBE and ILAE.
- He/She shall serve as an ex-officio member of the Executive Committee of the International League Against Epilepsy.
- He/She shall be an authorised signatory on behalf of IBE on all legal documents and other instruments.
- He/She shall make reports to the International Executive Committee and the General Assembly of IBE members as required.

*February 2005*