

GENERAL SECRETARY (GS)

The GS is a member of the Executive Board and is responsible for membership affairs, with the support of the Administrative Secretariat and Global Coordinator. The GS coordinates the EuGMS General Assembly (<https://www.eugms.org/about-us/eugms-boards/general-assembly.html>) and the relations with and between the Full Member National Societies that compose the General Assembly (<https://www.eugms.org/our-members/national-societies.html>).

The GS also supports and has a coordinator's role in the Early-career Geriatricians Initiative -ECGI- (<https://www.eugms.org/about-us/early-career-geriatricians-initiative.html>) and is a member of the Nominations Committee (<https://www.eugms.org/about-us/nominations-committee.html>).

As a member of the Executive Board, the GS shares with all other Executive board members the responsibility of Director of EuGMS in accordance with our Bylaws ([https://www.eugms.org/fileadmin/eugms-data/legal_and_statutory/EuGMS AISBL - By-Laws - Final - ENG - EY Law.pdf](https://www.eugms.org/fileadmin/eugms-data/legal_and_statutory/EuGMS_AISBL_-_By-Laws_-_Final_-_ENG_-_EY_Law.pdf))

Term of office: 4 years (January 2024 to December 2027)

General Responsibilities of the GS:

- implementing the decisions of the Executive Board among the General Assembly.
- Establishing and grant close relations and active collaboration with members of the General Assembly.
- implementing the decisions of the Executive Board among the ECGI, in collaboration with the ECGI Chair and presenting the ECGI initiatives to the Executive Board.
- Activating practical tasks as agreed among the Nominations Committee.

Practical activities include:

- Attending the meetings of the Executive Board; 1 per month generally online, and 1 to 3 in person meetings: Spring Meeting (March), June Meeting, Meeting at the Annual Congress (September/October) and Winter Meeting (December).
- Co-chairing the meetings of the General Assembly with the President; 2 in-person meetings per year: Spring Meeting (March), Meeting at the Annual Congress (September/October).
- Managing information flows from and to the members of the General Assembly in close collaboration with the Administrative Secretariat and the Web and Communications Director for dissemination.
- Co-chairing the meetings of the ECGI with the ECGI chair: 1 every second month, generally online except 1 in-person meeting at the Annual Congress (September/October).
- Coordinating activities of the Working Groups among the ECGI, one to two online meetings per month.
- Co-chairing the ECGI session at the annual Congress for the presentation of the best ECGI abstracts and delivery of Stefania Maggi award.
- Overseeing, with the ECGI chair, a discretionary budget of 5,000.00€ annually for internal expenses of the ECGI.
- Attending the meetings of the Nominations Committee: 5 to 8 online meetings per year.

DIAGRAM

