

Duties and Responsibilities of the AESOP Secretary General

The Secretary General plays a central role in ensuring the effective functioning of the Association and coordinating its day-to-day operations, including but not limited to the following tasks:

Representation and Governance

- Represent the Association together with the President, or on their behalf;
- Organise meetings of the Executive Committee, Council of Representatives, and the AESOP General Assembly;
- Supervise the elections of National Members of the Council of Representatives and of the Young Academics Coordination Team.

Administrative and Documentation Management

- Manage membership affairs and oversee AESOP's online database (as website administrator);
- Prepare official documents and correspondence, including minutes, resolutions, statements, certificates, guidelines, and similar materials;
- Maintain, archive, and update AESOP's files and records;
- Coordinate and manage all administrative and legal processes of the Association, including, but not limited to, (i) maintenance and correct use of the Association's logo and visual identity; (ii) the annual updating of the Belgian UBO register and other legal requirements; (iii) handling internal administrative procedures.

Communication and Outreach

- Prepare and distribute the AESOP Newsletter and other official communications;
- Support AESOP publications and organise the contribution to the AESOP section of *disP – The Planning Review*;
- Manage calls for AESOP positions, events, and hosting institutions;
- Administer and coordinate the Association's social media channels (e.g., LinkedIn) to ensure effective and coherent communication.

Support to Members, Officers, and Scientific Activities

- Collaborate closely with the AESOP Treasurer and other AESOP Officers;
- Assist members and Thematic Groups in using the interactive functions and subpages of the AESOP website;
- Facilitate coordination between the Event Officer and Local Organising Committees (LOCs) for the various AESOP events;
- Coordinate the work among AESOP's Officers, ensuring effective communication flows and harmonised management of activities;
- Support internal communication and coordination across the Association's bodies

Workload and Conditions

The Secretariat General position requires strong organisational and communication skills, a high level of commitment, and continuous engagement with AESOP's members. It implies an estimated commitment of approximately 20 hours per week, in order to provide continuous service to AESOP members and make sure that AESOP everyday operations remain attended.

The Secretary General is expected to travel regularly to attend official AESOP events, including: Executive Committee Meetings (at least three times a year, often paired with the other events); Council of Representatives Meetings (twice a year, paired with the AESOP Heads of Schools meeting and the Annual Congress); Heads of Schools Meetings (once a year); Annual AESOP Congresses (once a year).

It is a voluntary position, and no financial remuneration is provided. However, a budget is allocated for the functioning of the secretariat, including the appointment of an Assistant to the Secretary General.