**SECRETARY GENERAL - ROLE DESCRIPTION**

The SECRETARY GENERAL (also “Secretary”) ensures compliance with Belgian laws, bylaws and internal rules. The Secretary is a member of the Board and supervises preparation of minutes for Board Meetings, Annual General Meetings and Extraordinary General Meetings.

The specific activities outlined below are in addition to assuming the duties and responsibilities of all Board Members to act in accordance with the law and good governance and management practices.

**DUTIES and RESPONSIBILITIES:**

Works together with the President to develop the agenda for the Board Meeting and Annual General Meetings.

Takes notes at the Board Meetings and at the Annual General Meeting, is responsible for organizing task lists and following-up on action items.

Is responsible for compliance with all legal requirements ensuing from legislation and regulations, and from the articles of association and internal regulations.

Seeks strategic partnerships and alliances with global law firms or others that can support the ongoing growth of the network through contract reviews, strategic insights and other legal matters.

Inputs on strategic discussion - approving decisions from a legal perspective as well.

Participates in monthly board meetings / calls

Ensures data privacy of our members and compliance with all applicable data privacy laws by external service providers. Reviews Intellectual Property opportunities

Legal liability protection to the network as we grow and in key areas.

Undertakes contract review and advisory work.

Time Commitment: Approx. 2-3 hours per week.

This includes the attendance and participation in Board meetings.

**IDEAL BACKGROUND / EXPERIENCE:**

A minimum of 6 years of progressively responsible business experience, preferably in an international environment. Experience in as many of the following fields as possible: human resource management, law, finance/budgeting technology or related areas.

Experience in managing high level contacts in business, government, law firms, international organizations or civil society organizations.