



## SECRETARY GENERAL

### ROLE DESCRIPTION

The SECRETARY GENERAL (also “Secretary”) is the recording director and custodian of records of the PWN Global Federation. The Secretary supervises preparation and minutes for Board Meetings, Annual General Meetings and Extra-Ordinary General Meetings. The Secretary is a member of the Executive Management Board (comprising President and Treasurer) with whom she oversees the Governing Board election process.

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, at each Board Meeting, the minutes of the previous meeting are introduced by motion of the Secretary, seconded by another Board member, and approved by a formal vote. The Board Secretary 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.
- Proposes amendments of the By Laws and internal policies and regulations, if needed and useful.
- 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.
- Coordinates and communicates with the Secretary General leads across all city networks to share best practices and ideas.
- Participates in monthly board teleconference, and shares with other Federation Board Members, and regularly attends City Network President teleconferences.
- Ensures data privacy of our members and compliance with all applicable data privacy laws by external service providers.
- Provides guidance and help in possible conflict of interest cases.
- Oversees city trademark registration and copyrights in line with global growth requirements.
- Provides support for Legal liability protection.
- Undertakes contract review and advisory work.

Time Commitment: **Approx. 5-8 hours per week.** This includes the attendance and participation in quarterly Board meetings, requiring a full day plus preparation, and monthly online Network Presidents 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, international organizations or civil society organizations.
- Ideally having served as a City Network President, a Board Member at the Federation level, on a Non-Profit Board, or on Corporate Board

#### **BENEFITS:**

- Access to an international network of great professional women
- Bring your own ideas and innovate
- Develop professionally and learn from your peers