



IAEG SECRETARY GENERAL TERMS OF REFERENCE

These Terms of Reference describe in detail the role of IAEG Secretary General (SG). The role of Secretary general is to oversee the running of the Secretariat, ensure the efficient administration of the IAEG and to support the President and Treasurer. The SG is an Officer of the IAEG and is a voting member of the Executive Committee (ExCom). The SG may at their discretion, delegate tasks to a Secretariat, but the responsibility for ensuring these tasks are implemented lies with the SG.

(1) Election and Term of Office

The Secretary General is elected by Council for a term of four years (Statute VI) and take office on the 1 January of the year after election. The SG may serve more than one consecutive term.

(2) General code of conduct principles for the Secretary General and all members of the Executive Committee:

- To act with reasonable care and diligence.
- To act honestly and fairly in the best interests of the Association and for its purposes.
- Not to misuse their position or information they gain as a responsible person.
- To disclose conflicts of interest.
- To ensure that the financial affairs of the association are managed responsibly.
- Not to allow the Association to operate if it is insolvent.
- To act with integrity and transparency in decision-making and governance processes.
- To maintain confidentiality of sensitive information obtained in the course of their duties.
- To promote a respectful, inclusive and professional environment within the Association.
- To comply with applicable laws, regulations and internal policies of the Association.
- To uphold and promote the principles of Equity, Diversity and Inclusion (EDI) within all activities and governance structures of the Association.
- To adhere to and promote the IAEG Code of Conduct, ensuring ethical behaviour, professionalism and integrity across the Association.

(3) Governance principles of members of the Executive Committee

- The Executive Committee is responsible for the overall governance, management and strategic direction of the Association.
- The Executive Committee has ultimate accountability for all of IAEG's activities and performance.
- The Executive Committee is comprised of Vice Presidents who can only exercise their authority when acting as a collective.
Note: This could mean that Vice Presidents may still be held legally responsible for decisions of the Executive Committee, even though they may not have supported it individually.
- The Executive Committee must develop strategies to guide, monitor and control the Association's activities.

- The Executive Committee must make resources available to achieve the strategy and oversee their use.
- The Executive Committee must monitor the Associations performance.
- The Executive Committee must oversee processes to comply with legal and regulatory requirements.
- The Executive Committee acts collectively to provide governance and oversight of the Association.
- It is not practical for the Executive Committee to direct the day-to-day operations of the Association or to perform themselves the tasks necessary for the Association to achieve its goals. For this to happen, the Executive Committee must delegate some of its authority to working groups, committees or the Secretariat team (SG and Professional Secretarial Support) and the Treasurer.
- The President should oversee that the Executive Office works are properly organized in certain documents and/or presentation formats so they can be soundly presented to the Council members for voting (if needed).
- The President ensures that governance structures, committees and advisory bodies operate effectively in support of the Association's strategic direction.
- The President ensures the effective functioning and continuous improvement of the administrative structure of the Association, including coordination with National and Regional Groups and support mechanisms.

(4) Responsibilities of the Secretary General to the Executive Committee

The responsibilities of the SG of ExCom are outlined below:

- Ensuring meetings are effectively organised and minuted.
- Liaise with the President to plan meetings.
- Receiving agenda items from ExCom members.
- Circulating agendas and reports prior to meetings.
- Taking minutes.
- Circulating approved minutes promptly after meetings.
- Checking that agreed actions are carried out.

(5) Maintaining the Secretary's role at meetings

- Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the ExCom and (where relevant) ordinary members of the Association.
- Filing minutes and reports.
- Keeping a record of the organisation's activities.
- Keeping a diary of future activities.

(6) Upholding legal requirements

- Acting as a custodian of the organisation's [governing documents](#).
- Checking quorum is present at meetings.
- Ensuring elections are in line with stipulated procedures.
- Ensuring organisation's activities are in line with its objectives.

- Ensuring legal requirements are met.
- Sitting on appraisal, recruitment and disciplinary panels, as required.
- Ensuring meetings are in person or online in line with governing documents.

(7) Communication and correspondence

- Responding to all ExCom correspondence.
- Filing all ExCom correspondence received and copies of replies sent.
- Keeping a record of any of the organisation's publications (e.g. leaflets or newsletters).
- Reporting the activities of the organisation and future programmes to members, the press and the public (unless there is an Information or Publicity Officer).
- Preparing a report of the organisation's activities for the year, for the [Annual General Meeting](#).

(8) Specific responsibilities of Secretary General in our Bylaws

National Groups

- Assist prospective new National Groups in preparing applications (1.1).
- Maintaining a list of the Chair / President and Secretaries of all National/Regional Groups (1.2).
- Maintain a record of the number of members and send liaison with Treasurer on subscriptions (1.3b).

Council

- Remind Commission chairs to report to Council (2.1.2).
- Circulate agenda 2 months prior to Council meeting (2.2).
- Receive agenda items from national groups 3 months prior to meetings (2.2.1).
- Maintain list of authorised voting members (2.4.c).
- Take minutes and circulate within 4 months of meeting (2.5).
- Advise members 4 weeks in advance of extraordinary meetings (2.6).

Executive committee

- Call for nominations for officers one year in advance. Close 4 months before Council meeting (4.1.2).
- Organise secret ballot for election of Officers (4.1.3).

Description of Secretary general role in Bylaws

The Secretary General conducts the formal correspondence and administrative affairs of the Association, managing the Secretariat and keeping appropriate records. His/her offices will therefore be deemed to be the official headquarters of the Association.

The duties of the Secretary General include (4.4.2):

- Convening the administrative meetings of the Association, circulating the appropriate documents prior to the meetings and providing minutes after the meetings, etc.
- Ensuring the President and other members of the Executive Committee are at all times appropriately informed of the administrative affairs of the Association.
- Making formal reports to the Executive Committee and Council meetings.

- Implementing the decisions of the Executive Committee and Council and the directions of the President.
- Publishing and circulating a Newsletter.
- Maintaining a list of members of the Association.
- Keeping a library of all IAEG publications.

Should the Secretary General be unable to complete a term of office, the Executive Committee shall elect an Acting Secretary General who will take over the duties of Secretary General until the election is ratified at the following Council meeting (4.4.2)

Treasurer

- SG should be a signatory on the accounts (4.5.3).

Editors in Chief of Bulletin

- SG should take over from editors if editors are unable to complete a term (4.6.5).

Finances

- Receive subscriptions before 31 March each year (needs update?) (5.3.1).
- Notify Council of any NG that have not paid subscriptions of filed reports (5.3.3).
- Can authorise expenditure within the budget (5.4.1).
- Can authorise reimbursement of expenses (5.4.2).

Meetings

- SG shall be member of steering group of Congress (6.2.2).
- Receive sponsorship or symposia requests for other IAEG international meetings and discuss with ExCom (7.2.1).

Commissions

- SG should call for nominations for commissions (9.2.1).
- SG to act in place of Commission Chairs when necessary.
- SG to receive and publish Commission reports (9.5.2).

Various Awards and prizes

- SG should call for nominations for all awards and prizes.
- SG should collate award nominations 60 days prior to Council meeting and circulate nominees to Excom for consideration.
- SG to inform award recipients and NGs.

(9) Specific responsibilities of Secretary General in our Statutes

Admission and Resignation of NGs

- Receive NG request for admission.
- Circulate to Council resignation of NGs.

Dismissal of membership

- Monitor and notify Council of matters concerning dismissal of members.



Finances

- SG has signing authority.
- SG together with the Treasurer have full control of all funds.
- SG AND President must sign all contracts.

(10) Time Commitment and International Engagement

This role will typically require a commitment of about 30 days per year where an efficient Secretariat is in place, plus the time dedicated to the ExCom and Council meetings for this role.

Following a recent review by the Advisory Group to ExCom and proposal was put forward for the establishment of a permanent Secretariat. The report detailing this proposal which outlines the role of the Secretariat is attached.

(11) Financial Support and Resources

This is a volunteer role and as such there is no remuneration for the role of Secretary General. Expenses incurred in carrying out the role such as attending ExCom or annual Council meetings are typically supported by IAEG.

In addition, the IAEG budget allows for the financial support for a Secretariat to perform some of the tasks for which the Secretary General is responsible. In 2026 the budget allows for a 21.000 €, comprising 16.000 € for assistance to the SG and 5.000 € for running costs.