



European
Young
Family
Doctors'
Movement

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Secretary Role Description

The core purpose of the secretarial role is to maintain organisational memory and ensure effective communications. This is achieved through the communication and distribution of information both internally and externally, organising and managing timelines and constitutional requirements and keeping efficient and accurate records. This role is vital as it enables EYFDM to maintain continuity, prevent loss of information and work duplication and ensure organisational progress.

Duties and Responsibilities

The activities undertaken by the Secretary includes but is not limited to:

- Familiarising self with the EYFDM By-laws and timelines
- Communicating with internal and external organizations / people who want to have detailed information about EYFDM
- Scheduling Executive meetings, creating agendas for them and making minutes afterwards
- Keeping track of outstanding tasks and deadlines
- Keeping organised records of paperwork of Council and other internal organizations
- Organising Council meetings together with President and local HOCs
- Managing timelines and deadlines according to By-laws
- Ensuring that information and data is held in accordance with GDPR policies
- Managing and maintaining the public EYFDM mailing list
- Onboarding new Council members, SIG Leads and Liaisons
- To support other EYFDM Executive Members when required

Skills and competencies

- Able to utilise electronic communication and project management platforms •
- Manage and process e-mails and be accessible via e-mails regularly
- Communication Skills
- Organisational and Time Management Skills
- Use of electronic tools/IT to aid communication and record keeping
- Team-working

Relationships

- To work closely with President, President Elect/Past President and Image Liaison
- To have good relationships / connections with Council and other EYFDM members

Term of Office

The standard term is 3 years, with a maximum of 2 terms to be served on the executive.