



Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

INTERNAL REGULATIONS 2022, SUPPLEMENTING AEC 2022 STATUTES

Approved by AEC Council on 27 March 2023

Introduction

This document sets out a series of Internal Regulations intended to supplement the Statutes of the AEC and to clarify some points not made explicit in those Statutes. It does so under terms laid down in the Statutes themselves, in Article 13:

INTERNAL REGULATIONS

Article 13

Internal regulations that specify the provisions of these articles of association and fix the practical arrangements for the activities of the Association shall be drawn up by the Council.

The Council is alone competent to modify the internal regulations.

The Council shall regularly re-examine any internal regulations in force and shall adapt them if necessary.



Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

1/ PROCEDURES FOR THE NOMINATION AND ELECTION OF AEC COUNCIL AND EXECUTIVE COMMITTEE MEMBERS

1 **Nomination:**

The Executive Committee of the AEC shall function as its Nominations Committee. In this capacity, its role and responsibilities shall be as follows:

- To operate according to the letter and spirit of Article 7 of the AEC Statutes which state the following:

THE COUNCIL

Article 7

- 7.1 The Council of the Association (hereinafter “the Council”) shall be composed of at least six and no more than twelve members, including an Executive Committee formed by members with specific additional responsibilities.
- 7.2 An incomplete Council or Executive Committee is still competent, despite the obligation to elect additional members.
- 7.3 The Council members are elected from among the representatives of active member institutions by the General Assembly (cf. Article 5). The same applies for the election of members of the Executive Committee with voting rights, who are elected from among the Council members. No country may be represented on the Council by more than one active member. To be able to represent a country, it is essential for the elected person to be affiliated to a member institution from that country at the time of the elections. The Council shall make every effort to achieve a balanced regional, geographic and gender representation.
- 7.4 Members of Council are appointed for a period of three years. Each Council member may be re-elected for no more than one further period of three years to the same position on the Council.

- 7.5 Any member of the Council may resign before the end of his or her term of office of three years. In such a case, the member must normally announce his or her intention sufficiently in advance for proposals of candidates for his or her post to be received before the next General Assembly. The resigning member must also, normally, remain in office until the election of his or her replacement.
- 7.6 In the exceptional case that the conduct of a Council member is considered to be a reason for the person's removal from office, the implementation of this procedure requires a written request including a clear description and explanation of the reason why the motion was brought forward by at least 1/10th of the members of the General Assembly.
- 7.7 In addition to its 6 to 12 members elected by the General Assembly and without prejudice to the provisions of article 4.2 of the articles of association, the Council itself may co-opt from time to time additional members representing special interest groups (for instance: associate members, teachers, students, etc.). These co-opted members representing special interest groups may be appointed in consultation with the relevant interest group within AEC. The co-opted members remain in place for as long as the Council so wishes, but no co-opted member may exercise this function for more than six consecutive years, and there must never be more than three co-opted members in place at the same time. The opinions of the co-opted members are duly taken into consideration, but the latter do not take part in the voting of the Council.
- 7.8 The Council and the Executive Committee are normally chaired by the President of the Association, as explained in detail in article 6.
- 7.9 In addition to a President and its two vice presidents, the Association has at its disposal a General Secretary who carries out the duties of secretary and treasurer. The President, the two vice presidents and the General Secretary are elected by the General Assembly from among the Council Members as explained in article 5.4.
- 7.10 The Executive Committee is composed of the President, the two vice presidents, the general secretary and the executive director of the AEC (cf. Article 8.10). The executive director prepares the Assemblies of the Executive Committee but does not have the right to vote.
- 7.11 The members of the Executive Committee are elected for a period of three years. Each Executive Committee member may be re-elected for no more than one further period of three years to the same position on the Executive Committee.
- 7.12 Council members elected to a post in the Executive Committee, or Executive Committee members elected to a different post in that committee, are eligible, subject to successful re-election, to serve for up to two full terms of three years in each new post. The total duration of all mandates must not exceed 15 years.

and, more specifically:

- To identify, by the Executive Committee meeting in March/April, those members of Council and/or Executive Committee whose term of office is coming up for renewal and, especially, those whose second term is coming to its conclusion
- To note the areas of special responsibility and the country of representation of each of the Council and/or Executive Committee members whose second term is coming to its conclusion, with a view to ensuring that balance is maintained by their replacement
- In the case of vacancies on Council, to approach individual representatives of AEC member institutions fulfilling the criteria to become an AEC Council member, in order to invite them

to stand for election and to submit the relevant documents

- In the case of vacancies on the Executive Committee, including that of the role of President, to identify individuals with appropriate skills and experience who conform to the criteria in Article 7.3 of the Statutes and who additionally fall into one or more of the following categories:
 - Currently serving members of the AEC Council
 - Previously serving members of the AEC Council (normally within the past five years) who have not previously held the office for which candidates are being sought
- In the case of individuals who have not already expressed an interest themselves, to make an informal approach (via one of the members of the Committee) and ascertain that they would be interested in being nominated

2 Preparation for Elections:

- An announcement concerning the elections to be held in a given year will be circulated to members 4 months before the General Assembly. By this date at the latest, the AEC Council must decide how many of the vacant seats are to be filled. If the AEC Council does not take a decision on this point, any vacant seat may be filled.
- Each nominated candidate shall prepare a written statement of candidature in English. In the case of candidates for the Executive Committee, this must be signed by the candidate and countersigned by two other active members, one of them being a Council member; in the case of elections to the Council, it must be signed and countersigned by one other active member
- The written statement will consist of:
 - A curriculum vitae
 - A further short statement (250-350 words for candidates for Council; 350-500 words for candidates for posts on the Executive Committee, including that of President). This statement should address the experience and personal qualities which the candidate believes make them suitable for the position for which they have been nominated and should set out their aspirations for the Association and their goals, if elected
- Written candidatures for all positions must be received by the AEC Office at least 2 months before the elections.
- The AEC Office will circulate a list of candidates for all positions to the AEC active member institutions 1 month before the elections, together with the convocation for the General Assembly.
- The circulation to members may also contain the name of the Returning Officers appointed for that particular year (see below) together with the name of the AEC member institution he or she belongs to.

3 Elections:

- These will take place during the Annual General Assembly by secret vote and under the supervision of two Returning Officers.
- Returning Officers are appointed by the General Assembly on the proposal of the Council and serve for a period of two years with their appointments staggered so that there is continuity of experience.

- Returning Officers are chosen from amongst the representatives of active member institutions of the Association. A Returning Officer may not be a current member of Council or the Executive Committee.
- The task of the Returning Officers is to monitor the election procedures during the General Assembly. The responsibility for the election procedure, however, remains with the chairman of the General Assembly who must announce the final results of the elections.
- Votes can be cast either in presence or online. In both cases, voters are required to register before the General Assembly following a procedure to be explained by the chairman of the General Assembly and the AEC Office.
- At the Congress, one of the Returning Officers, usually the Officer in his or her second year, will make the necessary announcements to General Assembly members concerning the procedure. In the case of a vote with ballot papers, the Returning Officers will jointly oversee the casting of votes and the counting of votes cast. In the case of an online vote, the Returning Officers will confirm the information provided by the voting software and announced by the chairman of the General Assembly.
- There will be separate votes, as required in any given year, for Council elections and for the election of Secretary General, one of both Vice-Presidents and the President. In the case of Council elections, the voting form (whether on paper or online) will make it clear how many vacancies have been opened by the AEC Council in a given year and that this number corresponds to the maximum number of nominees who may be voted for. Delegates may vote for fewer than this number if they wish.
- Where a member of Council is standing for one of the offices of the Executive Committee and is the only candidate, they will be assumed to be creating a vacancy on Council; where there is more than one candidate and only the appointment of one would create a vacancy on Council, there will not be any assumption beforehand that a vacancy exists.
- As stated in Article 5.6 of the Statutes, 'Active members who cannot be present at the General Assembly can give a vote by proxy only to another active member of the Association. Nobody can hold more than three proxies.' In the case of an online vote, the AEC Council can decide that the possibility of giving a vote by proxy to another active member will not apply.
- When the possibility of giving a vote by proxy does apply, the AEC Office sends proxy forms to all the active members one month before the elections. They have to be completed and returned to the AEC Office at least 7 days before the elections. This allows time to establish the list of proxies and to identify who will be placing the proxy votes. On the day of the elections, the list of proxies will be given to the Returning Officers.
- When reporting the result of the election, the Returning Officers will communicate to the chairman of the General Assembly the number of votes cast per open vacancy and the number of votes cast for the successful candidates.
- In all cases, the candidate receiving the most votes is elected. In the case of Council vacancies, a number of candidates corresponding to the number of vacancies will be elected, starting with the candidate with the most votes and continuing until all places are filled. In the event of a result producing a tie between two candidates competing for a single place, a second or more votes will be organised to determine the winner.
- Where the election of a member of the Executive Committee produces an extra vacancy that could not have been predicted beforehand with certainty, and where there were more candidates than original vacancies, the candidate with the next highest number of votes will be automatically elected, unless the General Assembly decides, at the request of one of its voting members or of a voting member of the AEC Council, by majority vote that that

post shall remain vacant until further notice.

4 Complaints:

- If any active member institution is unhappy with the manner in which the elections were conducted, they should express this in writing to one of the Returning Officers. The Returning Officers will decide whether it is a matter that may be dealt with directly or whether it should be referred to the AEC President. Similarly, if it is referred to the President, he or she may decide whether to refer the matter to the AEC Executive Director or deal with it directly
- Except under exceptional circumstances, both the AEC President and Executive Director should be informed of the matter, whether or not it is formally referred to them
- Except in cases in which a violation of the law has been adjudicated by a Belgian court, the complaint cannot lead to overturning the outcome of an election. As long as legal proceedings are pending, the elected members of the AEC Council and AEC Executive Committee remain in office managerially but are not allowed to make any decisions of fundamental significance.

5 After the Elections:

- When members of Council, including the Executive Committee, change their posts during their term of office, consideration will need to be given as to whether they still have a mandate to continue in their office. In general, the following principles will apply:
 - Where the member continues to work in the same institution, there should be no reason for them not to serve out their current term of office. If eligible to stand for a second term, they must first gain the approval of their own institution for this; thereafter, it is for the General Assembly to decide through its votes whether they should be re-elected
 - Where the member moves to a different institution in the same country, and where that institution is an AEC active member (or which becomes an active member as a result of that move), there should again be no reason for them not to serve out their current term of office. If eligible to stand for a second term, they must first gain the approval of their new institution for this; thereafter, it is for the General Assembly to decide through its votes whether they should be re-elected
 - Where the member moves to a different institution in a different country which is an AEC active member (or which becomes an active member as a result of that move), the Council member in question can only remain on the AEC Council until the end of his / her term. The Council member might apply for a second term if this does not result in a contravention of Article 7.3 of the Statutes which states: 'No country may be represented on the Council by more than one active member.' Provided that this is not the case, the Nominations Committee should then consider whether the further statement in Article 7.3 that: 'The Council shall make every effort to achieve a balanced regional, geographic and gender representation' is being followed. A Council member who switched from one country to another while serving on the AEC Council shall not be entitled to stand for a second term as a representative of his / her new country in the same position as provided by article 7.4 of the statutes.
 - Where a Council member moves to a post which is not at an AEC active member institution and where, for whatever reason, there is no prospect of the institution becoming so, the Nominations Committee will ask the member to stand down as soon

as a replacement can be found.

- Where a member of the Executive Committee moves to a post which is not at an AEC active member institution and where, for whatever reason, there is no prospect of the institution becoming so, a replacement from within the Council should be made to complete the period until the next General Assembly. The Council itself makes the nomination. The member takes this role up to the next election. He or she is then eligible to stand for election in his or her own right at the next General Assembly. If elected, he or she will be entitled to serve for a full term of office from that point
- If a place on the Council or Executive Committee should become vacant for any reason other than the post-holder moving, the appropriate procedure from those set out in the last two clauses above will be implemented.



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**2/ ELIGIBILITY, PROFILE, ROLES AND DUTIES OF MEMBERS OF THE
AEC COUNCIL AND OFFICERS OF THE AEC EXECUTIVE COMMITTEE
(PRESIDENT, VICE-PRESIDENTS AND GENERAL SECRETARY) AND
TERMS OF REFERENCE FOR THE COUNCIL AND EXECUTIVE
COMMITTEE**

ELIGIBILITY, PROFILE, ROLE AND DUTIES OF AEC COUNCIL MEMBERS



Eligibility (text taken from Articles 5, 7.3 and 7.4, of the AEC Statutes)

- 'The Council members are elected from among the representatives of active member institutions by the General Assembly'
- 'The member institutions are represented by their leader or an authorised representative.'
- 'Members of the Council are appointed for a period of three years by and from the representatives of active member institutions'
- 'Each Council member may be re-elected for no more than one further period of three years to the same position on the Council'

Profile required

An AEC Council member should be:

- Willing and able to spend time and energy serving the AEC
- Well-informed about relevant issues for higher music education in Europe and able to translate this knowledge into the effective input to the AEC in implementing its Strategic Plan and other policies
- Strategically aware, diplomatic, possessing good communication skills and sensitive to cultural and linguistic diversity
- Able to secure the commitment of his/her home institution, whenever the financial situation of this institution allows it, to support travel and accommodation costs for AEC Council meetings and the Annual Congress
- Have good knowledge of English and preferably also be able to communicate in at least one more of the following languages German, French and/or Italian

Role and duties

AEC Council members are expected to:

- Attend and participate in AEC Council meetings (usually 1 online meeting and 2 in-person meetings per year, one of which takes place immediately before the annual congress) and the General Assembly, which forms part of the annual congress
- Represent members from an agreed region of the AEC's overall coverage, communicating information to and from these members
- Take on two or more portfolios of special responsibility – e.g. on AEC Platforms, Working Groups, project related Task Forces, etc.
- Attend and participate in additional meetings or conferences connected with these portfolios; represent the AEC as and when required at meetings of the Association and at those of external organisations
- Maintain regular contact with the AEC Office.

Geographical representation

- According to the AEC Statutes Art 7.3: '[...] No country may be represented on the Council by more than one active member. To be able to represent a country, it is essential for the elected person to be affiliated to a member institution from that country at the time of the elections. The

Council shall make any effort to achieve a balanced regional, geographic and gender representation.'

- The following countries are represented by Council members going forward to 20xx: *(To be completed in each year that elections to Council take place)*

PLEASE NOTE: representatives of AEC active member institutions interested in putting themselves forward as candidates for the AEC Council should contact (info@aec-music.eu) to receive the relevant application form and the election information sheet. Candidatures, including the supporting signature of one other active member, should be sent to the AEC Office NO LATER THAN 2 MONTHS BEFORE THE ELECTIONS, after which the AEC Office will circulate a list of candidates to all AEC members by email one month before the Congress and General Assembly.

ELIGIBILITY, PROFILE, ROLE AND DUTIES OF THE AEC PRESIDENT



Eligibility

- The AEC President should first fulfil all the requirements of eligibility applying to AEC Council Members (see separate profile)
- He/she will usually be the Director/Rector/President/Principal or in an equivalent senior institutional position of the institution which they represent
- He/she will preferably fall into one or more of the following categories:
 - A currently serving member of the AEC Council
 - A previously serving member of the AEC Council (normally within the past five years) who has not previously held the office of President

Profile required

The AEC President should be:

- Willing and able to spend significant time and energy serving the AEC
- Very well-informed about relevant issues for higher music education in Europe and in one or more positions of influence to affect these
- Able to translate this knowledge and influence into effective leadership and advocacy for the AEC, including taking a leading role in the shaping of its Strategic Plan and other policies
- Strategically astute, diplomatic, possessing excellent communication skills and adept at dealing sensitively and professionally with issues of cultural and linguistic diversity
- Able to be an effective Chair of the AEC Council and Executive Committee, as well as giving guidance, when required, to the AEC Executive Director and Office Team
- Able to secure the commitment of his/her home institution, whenever the financial situation of this institution allows it, to support travel and accommodation costs for AEC Council meetings and the Annual Congress
- Have good knowledge of English and preferably also be able to communicate in at least one more of the following languages German, French and/or Italian

Role and duties

The AEC President is expected to:

- Take overall responsibility for the continued success, effectiveness and sustainability of the Association, in collaboration with the AEC Executive Director
- Be in frequent contact with the AEC Executive Director, giving and receiving advice and ensuring that he/she and the entire Office Team are properly supported in working effectively in the best interests of the Association
- Chair AEC Council meetings (1 online meeting and 2 in-person meetings per year, one of which takes place before the annual congress), meetings of the Executive Committee (up to 2 in-person meetings per year plus up to 2 more online meetings) and the General Assembly at the annual congress
- Chair relevant sessions of the annual congress*
- Write introductions and comments for AEC publications*
- Check letters and texts for the AEC Office (not including the editing of reports, publications, etc)*
- Conduct an annual performance review of the AEC Executive Director and serve as Chair of the AEC

Human Resource Committee

- Along with other Council members, represent members from an agreed region of the AEC's overall coverage, communicating information to and from these members
- Along with other Council members, take on one or more portfolios of special responsibility – e.g. on AEC Platforms, Working Groups, project related Task Forces, etc.
- Along with other Council members, attend additional meetings or conferences connected with these portfolios
- Represent the AEC as and when required at meetings of the Association and at those of external organisations

** Duties which may be shared with other members of the Executive Committee*

Geographical representation

- According to the AEC Statutes Art 7.3: '[...] No country may be represented on the Council by more than one active member. To be able to represent a country, it is essential for the elected person to be affiliated to a member institution from that country at the time of the elections. The Council shall make any effort to achieve a balanced regional, geographic and gender representation.'
- The following countries are represented by Council members going forward to 20xx: *(To be completed in each year that an election of a President takes place).*

PLEASE NOTE: representatives of AEC member institutions interested in putting themselves forward as candidates for AEC President should contact the AEC Office (info@aec-music.eu) to receive the relevant application form and an explanation of the election process. Candidatures, including the supporting signatures of two other active members, should be sent to the AEC Office NO LATER THAN 2 MONTHS BEFORE THE ELECTION, after which the AEC will circulate a list of candidates to all AEC members by email one month before the Congress and General Assembly.

ELIGIBILITY, PROFILE, ROLE AND DUTIES OF AEC VICE-PRESIDENTS



Eligibility

- An AEC Vice-President should first fulfil all the requirements of eligibility applying to AEC Council Members (see separate profile)
- He/she will usually be either the Director/Rector/President/Principal or in an equivalent senior institutional position of the institution which they represent or a former Principal or Deputy Principal or Dean or in an equivalent senior institutional position of his/her institution. Indeed, the majority of the members of the AEC Executive Committee shall be either current or former Principals of an active AEC member institution
- He/she will preferably fall into one or more of the following categories:
 - A currently serving member of the AEC Council
 - A previously serving member of the AEC Council (normally within the past five years) who has not previously held the office of Vice-President

Profile required

An AEC Vice-President should be:

- Willing and able to spend significant time and energy serving the AEC
- Well-informed about relevant issues for higher music education in Europe and, preferably, in one or more positions of influence to affect these.
- Able to translate this knowledge and influence into effective support, in terms of leadership and advocacy, for the AEC President, including taking a major role in the shaping of the Association's Strategic Plan and other policies
- Strategically astute, diplomatic, possessing excellent communication skills and adept at dealing sensitively and professionally with issues of cultural and linguistic diversity
- Able to give guidance, when required, to the AEC President, Executive Director and Office Team
- Able to secure the commitment of his/her home institution, whenever the financial situation of this institution allows it, to support travel and accommodation costs for AEC Council meetings and the Annual Congress
- Have good knowledge of English and preferably also be able to communicate in at least one more of the following languages: German, French and/or Italian

Role and duties

An AEC Vice-President is expected to:

- Share responsibility for the continued success, effectiveness and sustainability of the Association, in collaboration with the AEC President and Executive Director
- Be in regular contact with the AEC President and Executive Director, giving and receiving advice and ensuring that the President, Executive Director and the entire Office Team are properly supported in working effectively in the best interests of the Association
- Attend AEC Council meetings (1 online meeting and 2 in-person meetings per year, one of which takes place before the annual congress), meetings of the Executive Committee (up to 2 in-person meetings per year plus up to 2 more online meetings) and the General Assembly at the annual congress
- Chair relevant sessions of the annual congress*

- Write introductions and comments for AEC publications*
- Check letters and texts for the AEC Office (not including the editing of reports, publications, etc)*
- Along with other Council members, represent members from an agreed region of the AEC's overall coverage, communicating information to and from these members
- Along with other Council members, take on two or more portfolios of special responsibility – e.g. on AEC Platforms, Working Groups, project related Task Forces, etc.
- Along with other Council members, attend additional meetings or conferences connected with these portfolios
- Represent the AEC as and when required at meetings of the Association and at those of external organisations

* *When asked to do so by the AEC President*

Geographical representation

- According to the AEC Statutes Art 7.3: '[...] No country may be represented on the Council by more than one active member. To be able to represent a country, it is essential for the elected person to be affiliated to a member institution from that country at the time of the elections. The Council shall make any effort to achieve a balanced regional, geographic and gender representation.'
- The following countries are represented by Council members going forward to 20xx: *(To be completed in each year that an election of a Vice-President takes place).*

PLEASE NOTE: representatives of AEC member institutions interested in putting themselves forward as candidates for AEC Vice-President should contact the AEC Office (info@aec-music.eu) to receive the relevant application form and an explanation of the election process. Candidatures, including the supporting signatures of two other active members, should be sent to the AEC Office NO LATER THAN 2 MONTHS BEFORE THE ELECTIONS, after which the AEC will circulate a list of candidates to all AEC members by email one month before the Congress and General Assembly.

ELIGIBILITY, PROFILE, ROLE AND DUTIES OF THE AEC GENERAL SECRETARY



Eligibility

- The AEC General Secretary should first fulfil all the requirements of eligibility applying to AEC Council Members (see separate profile)
- He/she will usually be either the Director/Rector/President/Principal or in an equivalent senior institutional position of the institution which they represent or a former Principal or Deputy Principal or Dean or in an equivalent senior institutional position of his/her institution. The majority of the members of the AEC Executive Committee shall be either current or former Principals of an active AEC member institution.
- He/she will preferably fall into one or more of the following categories:
 - A currently serving member of the AEC Council
 - A previously serving member of the AEC Council (normally within the past five years) who has not previously held the office of General Secretary

Profile required

The AEC General Secretary should be:

- Willing and able to spend significant time and energy serving the AEC
- Well-informed about relevant issues for higher music education in Europe, especially those relating to the financial management of conservatoires.
- Able to translate this knowledge into effective financial advice and leadership for the AEC, including input to the financial aspects of its Strategic Plan and other policies
- Strategically aware, diplomatic, possessing good communication skills and adept at dealing sensitively and professionally with issues of cultural and linguistic diversity
- Able to give financial and other guidance, when required, to the AEC President, Executive Director and Office Team
- Able to secure the commitment of his/her home institution, whenever the financial situation of this institution allows it, to support travel and accommodation costs for AEC Council meetings and the Annual Congress
- Have good knowledge of English and preferably also be able to communicate in at least one more of the following languages: German, French and/or Italian

Role and duties

The AEC General Secretary is expected to:

- Take overall responsibility for the financial management of the Association in relation to financial control, financial procedures and the annual accounts of the AEC, in collaboration with the AEC Executive Director and the AEC Office
- Be in regular contact with the AEC President and Executive Director, giving financial advice and ensuring that the President, Executive Director and the entire Office Team are properly supported in working effectively in the best financial interests of the Association
- Attend AEC Council meetings (1 online meeting and 2 in-person meetings per year, one of which takes place before the annual congress), meetings of the Executive Committee (up to 2 in-person meetings per year plus up to 2 more online meetings) and the General Assembly at the annual congress
- Chair relevant sessions of the annual congress*

- Write introductions and comments for AEC publications*
- Check letters and texts for the AEC Office (not including the editing of reports, publications, etc)*
- Along with other Council members, represent members from an agreed region of the AEC's overall coverage, communicating information to and from these members
- Along with other Council members, take on two or more portfolios of special responsibility – e.g. on AEC Platforms, Working Groups, project related Task Forces, etc.
- Along with other Council members, attend additional meetings or conferences connected with these portfolios
- Represent the AEC as and when required at meetings of the Association and at those of external organisations

* *When asked to do so by the AEC President*

Geographical representation

- According to the AEC Statutes Art 7.3: '[...] No country may be represented on the Council by more than one active member. To be able to represent a country, it is essential for the elected person to be affiliated to a member institution from that country at the time of the elections. The Council shall make any effort to achieve a balanced regional, geographic and gender representation.'
- The following countries are represented by Council members going forward to 20xx: *(To be completed in each year that an election of a General Secretary takes place).*

PLEASE NOTE: representatives of AEC member institutions interested in putting themselves forward as candidates for AEC General Secretary should contact the AEC Office (info@aec-music.eu) to receive the relevant application form and an explanation of the election process. Candidatures, including the supporting signatures of two other active members, should be sent to the AEC Office NO LATER THAN 2 MONTHS BEFORE THE ELECTIONS, after which the AEC will circulate a list of candidates to all AEC members by email one month before the Congress and General Assembly.



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3/ PROFILE, ROLE, RESPONSIBILITIES, TASKS AND DUTIES OF AEC

EXECUTIVE DIRECTOR

Representation, Advocacy and Profile-raising

- Representing AEC at major internal events and raising its profile externally by making presentations at events connected with music, higher education, European policy and the arts & culture
- Lobbying and advocating effectively and pro-actively within the European Commission, the European Parliament and its bodies, as well as with other organisations influential in the spheres of music, higher education, the arts & culture
- Building strategic alliances and partnerships to strengthen the position of the AEC and to advance the cause of music and higher music education
- Maintaining contacts with other international networks and governments at both national, European and global level
- Exercising overall responsibility for the marketing and promotion of the AEC with the aim of increasing the visibility of the Association to its members, constituents, international networks in the fields of higher education, European institutions, national government bodies and other key stakeholders or target groups

Support for Executive Committee, Council and General Assembly

- Advising the AEC Executive Committee, AEC Council, committees and sub-groups of Council, the AEC General Assembly on issues requiring their decision, and ensuring the faithful implementation of decisions reached by these bodies
- Developing the AEC Strategic Plans in conjunction with the AEC Council, and then ensuring that these are executed as agreed by the General Assembly
- Being pro-active in advising AEC Council and the entire Membership on issues pertinent to the work of the Association
- In conjunction with the AEC Council, taking responsibility for developing income-generating strategies, including investigating additional services for members and key stakeholders
- Responsible for developing and implementing strategies to ensure that AEC stays well informed about its members, their needs and expectations
- Responsible for developing and implementing strategies that support AEC in its aim to increase membership

Leadership of the AEC Office

- In conjunction with the General Manager who is in general also acting as Executive Director Deputy, ensuring the efficient management of the AEC Office, including finances, communication, general planning and personnel management
- Exercising overall responsibility for the professional organisation of the permanent and statutory meetings in the AEC (annual congress, general assembly, council meetings, annual meeting for international relations coordinators, platforms, etc.) offering advice and leadership to the Events Manager in relation to those for which s/he is directly responsible and working closely with the General Manager in the preparation of key materials (agendas, minutes, papers, notes) for meetings requiring this
- Exercising overall responsibility in close collaboration with the AEC Communication Coordinator in the development of all communications, including the website, database, publications and archives, and evaluating the progress made in these areas

Individual expertise

- Possessing, and maintaining through regular updating, a high level of individual expertise in at least one of the areas of development most relevant to AEC and its members (e.g. artistic background, 3rd-Cycle programmes, research, curriculum development, competence-based learning, assessment, mobility and recognition, quality assurance, benchmarking, ranking, engagement with the music profession and employability)
- Deploying this expertise generously across the Association, helping to spread knowledge, build capacity and, where appropriate, shape opinion amongst its members
- Using this expertise to offer informed, well-argued advice and recommendations to Council in its formulation of Association-wide policy, being prepared to take a strong lead, whilst remaining sensitive to the diversity of views, traditions and regional situations that exist among member institutions

Projects

- Exercising overall responsibility for ensuring that current projects are well managed, and that financial and other reporting is carried out in a timely and professional manner
- Identifying new opportunities for projects, evaluating their viability and deciding on whether they should be applied for and initiated
- Leading major project applications

Other

- As with all members of the AEC Office Team, providing general support to Office colleagues at times of exceptional pressure, within the constraints of own workload
- Undertaking any tasks and responsibilities as reasonably required by the AEC Council, AEC President, the membership and the organisation