



## Eligibility, Profile, Role and Duties of the AEC Secretary General

### *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/Rektor/Principal of the institution which they represent or in a Deputy role to one of these positions
- He/she will preferably fall into one or more of the following categories:
  - A currently serving member of the AEC Council
  - A former member of the AEC Council (normally within the past five years) who has not previously held the office of General Secretary
  - A current or recent (within the past three years) holder of an office deemed to require comparable skills and expertise (e.g. Chairmanship of a national Director/Rektor/Principals' committee, Chairmanship of relevant national/international professional bodies, etc.)

### *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, Chief Executive and Office Team
- Able to secure the financial commitment of his/her home institution to support travel and accommodation costs for AEC Council meetings and the Annual Congress
- Preferably, able to communicate in at least two of the AEC languages; knowledge of English is required, knowledge of German and/or French is highly recommended

### *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 Chief Executive
- Be in regular contact with the AEC President and Chief Executive by email, phone and mail, giving financial advice and ensuring that the President, CEO and the entire Office Team are properly supported in working effectively in the best financial interests of the Association
- 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 one or more portfolios of special responsibility - e.g. Early Music, Pop & Jazz, Research, 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 5.4: '[...] No country can be represented in the Council by more than 1 member. A regional and geographic balance of the Council is recommended.'
- Including members of the Executive Committee, there are Council members from Finland and France completing their terms of office in November 2019. Therefore, candidates from these countries, as well as any not covered below, will be eligible to put themselves forward for election
- Including members of the Executive Committee, the following countries are represented by Council members going forward to 2020 without re-election: *Austria, Czech Republic and Estonia*.
- Including members of the Executive Committee, there are Council members from Norway, Ireland, The Netherlands, Germany, Italy and Poland up for re-election in November 2019; if re-elected, this would mean that these countries are also represented going forward to 2022.