



## **The European Geosciences Union (EGU) is seeking to appoint an Executive Secretary**

The EGU is Europe's premier geosciences union. Its annual meetings attract over 8000 scientists and it has a diverse portfolio of scientific journals, which use an innovative "open access" format. The EGU also sustains a number of thematic meetings, as well as education and outreach activities.

The successful applicant will have post-graduate qualifications, preferably in geosciences. Experiences in science-administration, management and international collaboration are welcome assets. The Executive Secretary will

- Be responsible for operating the union office with support staff,
- Coordinate and organize the key functions and financial affairs of the Union,
- Manage outside contracts, and
- Take part in the strategic development of the Union.

The location of the EGU office will be determined by the Union in dialogue with the successful applicant. We prefer applications from individuals, but also welcome bids from institutions offering personnel and office space with guaranteed organizational independence.

The position will be for five years initially, with a probation period of one year, and renewable multiple times for consecutive periods of five years, cf. the statutes and by-laws of the Union. The starting salary will be approximately equivalent to the salary of an Associate Professor in the relevant country.

Applications should include

- CV including a resume of relevant experience and expertise
- Letter of motivation (max. two pages)
- Statement of vision for the union (max. two pages)
- Contact details of three personal referees.

Further information about the position and the application procedure is available on the EGU web-site <http://www.egu.eu/>.

Applications in a single pdf-file should be submitted before 31 January 2009 by email, marked EGU Executive secretary, to

Professor Hans Thybo, EGU General Secretary,  
at email addresses: [thybo@geo.ku.dk](mailto:thybo@geo.ku.dk) and [job@geo.ku.dk](mailto:job@geo.ku.dk)

# **Extended information for applicants for the post of Executive Secretary of European Geosciences Union**

## **1.0 Office tasks**

The Executive Secretary is responsible for running the office of the European Geosciences Union (EGU). Office tasks fall in three categories:

1.1 Administration of the Union office

1.2 Coordination and organization of the key functions of the Union

1.3 Strategic work

### **1.1 Administration of the Union office**

The EGU is a registered non-profit association. The EGU office is responsible for its entire administration. Tasks include (but are not limited to):

- Assisting the Executive and Union officers to perform their functions,
- Organizing Union officer elections,
- Maintaining the EGU website,
- Monitoring activities of and maintaining communication with the various Boards and Committees of the Union,
- Practical organization of the Board, Committee, Council and Membership Meetings,
- Preparation of documents and medals for the Award and Medal Ceremonies at the General Assembly,
- Keeping the Union accounts and handling the day-to-day finances including incomes, payments, salaries, credit cards, bank accounts, book-keeping etc. in close collaboration with the Treasurer,
- Setting up and monitoring contracts with outside organizations (e.g. Copernicus Ltd, Dotsoft, Landforms),
- Communicating and collaborating with other organizations including other scientific unions, contractors, etc.
- Maintaining the record of membership and officers

### **1.2 Coordination and organization of key functions of the Union**

The EGU Office is responsible for ensuring that the Union serves its membership in four key areas:

- (i) Membership benefits,
- (ii) General Assembly and topical meetings,
- (iii) Union journals, and
- (iv) Outreach activities.

The tasks include (but are not limited to):

- Managing all membership issues, including database maintenance and communication with membership,
- Leading the practical organization of the General Assembly,
- Identification of new meeting venues,

- Organizing the calls for thematic meetings and their evaluation (ad hoc committees will take main responsibility for the organization of individual thematic meetings),
- Responsibility for the accounting and financial issues of the union in close collaboration with the Treasurer
- Participation in the development of the Union publication policy,
- Fostering outreach activities, for example by garnering financial support..

These activities will be carried out in close collaboration with the General Secretary and other executives and officers. The Treasurer and the Finance Committee provide assistance and oversight of the financial activities.

No member of the EGU Office should have an economic involvement with any of the contractors to avoid conflicts of interest.

### **1.3 Strategic work**

The Executive Secretary as the head of the EGU Office will strive to maintain and develop the EGU brand as a high-quality scientific organization with a bottom-up structure that fosters its key activities as well as new ideas as they arise from the membership and the EGU council. The EGU Executive and Council wishes to extend and develop an “EGU brand”, and key tasks of the EGU Office will be to optimize the benefits of EGU membership and brand awareness.

In order to provide guidance for the strategic work by the Executive Secretary, the EGU Council will develop strategic plans for the three EGU pillars, which are meetings, publications, and EONS (Education, Outreach, News and Sponsorship), which will be updated with the help of the office. The strategic tasks as outlined by the Council will be implemented by the Executive Secretary to support the Executive, Council members, and other EGU committees. In addition, it is expected that the Executive Secretary will bring suggestions for strategic work to the Council for discussion and approval.

The work by the Executive Secretary and the Union office will include elements that promote the geosciences represented by the EGU. This will involve liaising with other national and international scientific associations, boards and unions in order to achieve mutual benefits.

The office work will facilitate bringing statements, new developments, and opinions of the council to the attention of decision makers. Furthermore, the office will facilitate participation in the writing of ‘White Books’, i.e. strategic and foresight papers dealing in some detail with selected scientific issues.

Together, these activities are expected to increase EGU’s visibility in Europe and beyond, although it is not intended that the EGU becomes a player on the European political level. The main ambitions of the Union will remain in accordance with “§ 2 Objectives of the Union” of the Statutes and the “§ 1 Achievement of Objectives” of the By-Laws.

The EGU Office will explore all appropriate ways for securing and increasing the financial base of the Union. This may include sponsoring and novel membership services. Financial decisions, including those on sponsoring, will be made by the EGU Council.

## **2.0 Size and costs of the EGU Office**

The EGU office tasks are currently handled from an office in Kattlenburg-Lindau. A new office will be established by the successful candidate after approval of office plans by the Council. Ideally, the EGU office should include a full-time position for the Executive secretary and part-time secretarial and/or technical assistance. The office budget will depend on the setup, but an upper limit of 200 000 €/yr including salary costs has been proposed by the council. The basis for negotiation of salary will be the equivalent of an Associate Professor's level, which e.g. in Germany corresponds to a gross salary (including taxes) of about 60 000 €/year + social fees.

## **3.0 Location of the Office**

The EGU office is preferably located at the location of the Executive Secretary. The location of the office will be determined by the Union in close dialogue with the successful candidate.

## **4.0 Legal set-up of EGU**

EGU is currently registered in Strasbourg at the Treasurer's institutional address. Upon selection of the new Executive Secretary, a move of the EGU registration to the location of the EGU office may be considered.

If the EGU Council decides that the EGU office should take responsibility for journal publishing or organization of the General Assembly, it is possible to set up a for-profit company "EGU GmbH", or the equivalent thereof outside Germany, which would be fully owned by the non-profit EGU organization. In this configuration, the EGU GmbH would be responsible for all financial operations of the EGU, and would transfer any surplus to the EGU non-profit in the form of donations or royalties. Presently both the General Assembly and the journal publishing are contracted to Copernicus GmbH, which allows EGU to maintain its non-profit status. The agreements with Copernicus GmbH underpin the full functioning of the Union in its present format, and the Union does not actively seek to change them.

## **5.0 Duration of the EGU Executive Secretary's contract**

The term of the Executive Secretary is stipulated by the constitution of the Union as 5 years. Upon successful completion of a trial period of one year, a full contract will be offered to the appointee for the remaining four years of the initial term, with the option of renewals for further five-year terms.

## **6.0 Relation of the EGU Executive Secretary and Council**

According to the EGU statutes, the EGU Executive Secretary is an ex-officio member of the Council (and other EGU bodies). The role of the Executive Secretary is that of an "advisor" to the Council. The power of decision is always retained by the Council. The Executive Secretary has a vote in the Council, but not in subsidiary Committees.