



SECRETARY GENERAL

This document describes specific programme objectives and responsibilities assigned to the Secretary General post.

The candidate applying for the position of ISOCARP Secretary General shall demonstrate good communicative and diplomatic skills and abilities to represent the Society. Managing capabilities are required. Together with the President, the Secretary General must be able to stimulate communication and co-operation amongst a group of many different cultural backgrounds - whether it is the Executive Committee or the membership as a whole. The Secretary General must develop good and effective co-operation with the Vice Presidents, the Treasurer and the Vice Presidents Awards, Communication and Marketing, and Membership in particular.

Ideally, the candidate shall demonstrate experience in fund raising and good knowledge of international bodies and organizations. He/she should be able to obtain financial sponsorship and gifts from individual donors, solicit bequests, host special fund-raising events, and apply for grants.

Experience in applying for, and monitoring the execution of large scale projects is an advantage.

Post Description

The Secretary General is responsible for the implementation of strategy decisions and the programs and decisions of the Executive Committee (ExCo) and President, when and as required, and is the first responsible officer to monitor, guide and support the work of the Secretariat, especially with regard to technical facilities, administration, communication and housing. The Secretary General is responsible for all matters related to fund raising and acquiring funds from different sources for supporting those ISOCARP projects and actions which are not revenue generating. He/she stays the first responsible EXCO member for developing ISOCARP policies on sponsorships, grants, and international projects.

Objectives and Responsibilities

- Implementing ISOCARP strategies, ExCo and President decisions and programs, when and as required
- Providing and submitting reports on all activities he or she is responsible for
- Monitoring, guiding and supporting the Secretariat
- Developing the ISOCARP policy on international projects
- Monitoring the execution of the international projects
- Collaborating with the VPs, particularly with the VPs Treasurer, Communication and Marketing, and Membership in areas of mutual concern
- All activities and responsibilities in relation to fund raising
- Looking for and submitting applications for sponsorship, grants and donations
- Soliciting gifts from individual donors and bequest
- Developing (and submitting to ExCo for approval) ISOCARP policies on financial sponsorships, grants, bequests, etc.
- Serving on the ISOCARP Institute Board of Directors

Reporting

- Prepare an annual **Administrative Plan (Action Plan)** at the beginning of the year to be submitted to ExCo for adoption
- Prepare **Progress Reports** to ExCo for the regular ExCo meetings
- Prepare an annual **Administrative Report** to the ExCo for adoption, prior to the Bureau and Annual General Meetings.