

## Secretary Profile

CMTC-OVM is a patient organisation operating worldwide in which the patient and their direct environment are placed centrally. The board members and all the volunteers from a variety of countries carry out their highly appreciated work with much drive and a great deal of enjoyment. Together we have already achieved a lot and we can continue to do so. We represent the interests of the patients, who are often children and their direct family and we help them in all sorts of practical ways. Thanks to our organisation, to be able to provide clarity to a patient in terms of his or her condition is something that gives us a wonderful feeling each time. Our international volunteers are pleased to be actively involved in an enthusiastic and professional team.

<b>Subject</b>	<b>Description</b>
Main tasks	<ol style="list-style-type: none"> <li>1. Make board meeting minutes.</li> <li>2. Make Annual General Meeting minutes.</li> <li>3. Help organise the Annual General Meeting in The Netherlands.</li> <li>4. Represent the organisation during (international) conferences (optional).</li> <li>5. Process and respond to post (letters and e-mail).</li> <li>6. Establish and maintain contacts with members.</li> </ol>
Authorisations	<ol style="list-style-type: none"> <li>1. Purchase items needed such as paper.</li> <li>2. Take decisions in cooperation with other board members.</li> </ol>
Responsibilities	<ol style="list-style-type: none"> <li>1. Represent our organisation in a presentable manner.</li> <li>2. Process e-mail and post within agreed timescales as defined in the procedure handbook.</li> <li>3. Jointly responsible for the success of the Annual General Meeting in The Netherlands.</li> </ol>
Time required	On average two hours per week. Daily check of e-mail received and response as required.
Characteristics	<ol style="list-style-type: none"> <li>1. Analytical.</li> <li>2. Organised.</li> <li>3. Independent.</li> <li>4. Empathetic.</li> <li>5. Patient.</li> <li>6. Determined.</li> <li>7. Proactive.</li> <li>8. Motivated.</li> </ol>
Knowledge and Skills	<ol style="list-style-type: none"> <li>1. MS-Office (Word and some limited Excel and Powerpoint).</li> <li>2. E-mail software such as Outlook and/or webmail.</li> <li>3. Dutch language spoken and written, as a first language.</li> <li>4. English language spoken and written.</li> <li>5. Organisation and improvisation.</li> <li>6. WordPress for content management of our website. If not available then the association can arrange appropriate training.</li> <li>7. ICT is an important tool within our organisation and it is essential that the person who fills this role has wider knowledge and skills of ICT than only the specific items mentioned above.</li> <li>8. Currently working for or has worked for a minimum of 2 years in a commercial business.</li> <li>9. Highly preferable is knowledge and experience of the not-for-profit sector.</li> </ol>
Min. Education Level	Bachelor's degree.
Equipment	<ol style="list-style-type: none"> <li>1. A laptop computer from the association will be made available.</li> <li>2. MS-Office will be installed on the laptop computer from the association.</li> <li>3. A printer-scanner from the association will be made available.</li> </ol>

	<ol style="list-style-type: none"><li>4. Internet access and e-mail.</li><li>5. Telephone.</li></ol>
Compensation	<ol style="list-style-type: none"><li>1. Monthly domestic expense reimbursement (telephone and Internet).</li><li>2. Daily allowance when travelling for the association.</li><li>3. Expense reimbursement when travelling for the association.</li></ol>