

European Midwives Association General Meeting

**23th - 24th September 2022 Brussels, Belgium**

# Notice of elections

**Officer: Secretary**

The Executive Board gives notice to the members of the forthcoming election for the role of President. Submission for candidature, including the post the application is made for, the candidate’s statement, a letter of support from their organisation and a relevant CV must be sent to the Secretary no later than **1st of May 2022** so that information can be sent to each member organisation at the latest by the end of May.

Elections of the candidates who have submitted their application will take place at the EMA GM.

# Duties of the Executive Board – Representation

(Bye Laws Antwerp, Belgium, 24th February 2018)

**Article 12**

**Secretary**

The duties and responsibilities of the Secretary are critical to the success and effective functioning of EMA.

In conjunction with the EB, her/his duties will include the following:

1. Having responsibility for minutes of all meetings
2. Maintaining an updated current list of membership
3. Collating the annual report
4. Facilitating any received correspondence
5. Having responsibility for organisation of meetings
6. Working closely with the President and other EB members in compiling items for agendas of meetings