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## **UEG Elections 2024 Job description and personal requirements for the position of Secretary General**

### **I. Role of the Secretary General**

The Secretary General is a member of the UEG Council and one of the four members of the UEG Executive Committee. The overall leadership of UEG and its strategic decision-making rests with the Council. The members of the Executive Committee, with the support of the UEG Headquarters Management, establish recommendations for high-level operational issues regarding the management and administration of UEG and serve as members of the Supervisory Board of the UEG GmbH.

Together with the President, the Secretary General is responsible for drawing up the agendas and producing and circulating the minutes of Council and Executive Committee meetings, as well as Meetings of Members and strategic meetings. This position demands an active role of the Secretary General in the establishment and evaluation of the yearly business and budget plans of the organisation, and in defining all policies and processes to deliver the projects according to plan and within budget.

The position of Secretary General also requires substantial personal commitment to the mission and further strategic development of UEG. This also means that the Secretary General closely supervises the process of co-ordinating decisions made by the volunteer leadership with the practical management and implementation of activities from professional staff under the leadership of the UEG Executive Director.

### **II. Required knowledge, qualification, and experience**

The candidate must

1. be a myUEG Associate.
2. command broad experience in gastroenterology and related fields and not be retired from clinical and professional activities.
3. have knowledge of the various processes within UEG and therefore preferably has served on any of [UEG Boards, Committees or Groups](#).
4. have experience in comparable positions and show strong interest in the daily management of a non-profit organisation.
5. show strong interest in the future development of the digestive health field in the widest sense, and of UEG in particular.
6. be able to demonstrate strategic and diplomatic leadership skills, and the ability to think and work analytically across organisational and cultural boundaries.
7. maintain good relations with all members and stakeholders in the myUEG Community.

**A detailed account of how each of these 7 requirements will be fulfilled by the candidate must be given in the mission statement (refer to each specific point above). Please limit your statement to max three A4 pages.**

Furthermore, the position of UEG Secretary General requires a very good command of spoken and written English.

### **III. Volunteer commitment**

The candidate will attend and co-chair at least four Executive Committee meetings and four Council meetings a year (virtual or face-to-face), the annual Meeting of Members (virtual or face-to-face) and other business meetings with various stakeholders.

Therefore, the candidate must be able and willing to dedicate an adequate amount of time to this volunteer position. This includes regular interaction with the UEG Headquarters Management.

### **IV. Term of office**

The Secretary General is elected one year before the term of the predecessor ends, to allow for a smooth handover of business.

The Secretary General Elect will assist the currently serving Secretary General for the full calendar year 2025, to then start a regular four-year term on January 1, 2026 to December 31, 2029 as Secretary General.

### **V. How to apply**

The right to nominate candidates for open Council positions remains with the UEG Member Societies, including both specialist and national societies. Therefore, interested colleagues are requested to seek support for their candidacy from at least one of the societies. According to UEG statutes, candidates who have already served two terms on UEG Council (total 8 years) are no longer eligible to apply.

Candidates must submit their application via the online form. The UEG Headquarters Management cannot accept applications via e-mail or regular mail.

**Deadline for applications:** September 10, 2024

#### **Mandatory documents for PDF upload with the online application:**

- Mission statement referring to the outlined requirements (max. three A4 pages)
- Curriculum Vitae (max. one A4 page)
- Supporting letter from at least one UEG Member Society

Each candidate must personally attend and present themselves to the UEG Meeting of Members on Saturday, October 12, 2024 at UEG Week Vienna. Elections will be held via live electronic vote during the meeting.

For further information, we recommend that candidates view the [UEG Strategic Plan 2023-2026](#) and the [Statutes](#).

Diversity is at the core of our organisation and community. UEG unites individuals of all genders, ages, backgrounds, ethnicities, abilities, and experiences. We continue to strive for equality of opportunity and inclusion and invite a diverse field of applicants for this position.