

EAGT is looking for a candidate for the office of secretary

During the next AGM Ester Neumanova will step back as secretary of EAGT, according to our statutes. She has then worked for 9 years in the Executive Committee.

For that reason we are looking for a new candidate who is willing to take over the work of Ester. Below you'll find a job description.

You can send your application letter, your CV and motivation to the office of EAGT, per e-mail (eagtoffice@planet.nl) or per regular mail (EAGT office, c/o Noorderdiep 304, 9521 BL Nieuw Buinen, The Netherlands) before July 1, 2010.

JOB DESCRIPTION SECRETARY:

- Member of Executive Committee
- Is responsible for EAGT correspondence
- Is responsible for compiling the draft minutes of the various meetings
- Maintains the policy plan and is actively involved within the Executive Committee in developing policy on organisational level
- Is responsible for drafting the content of the annual report together with the president
- Is informed and knowledgeable of the developments in the field of Gestalt therapy on European level.
- Is primarily responsible for processing the resignation and joining of committee/board members
- Prepares the meetings together with the president or vice-president
- Works closely together with office manager in the preparation of meetings and related matters
- Is point of mutual interest for the organisation of a conference in case of tasks referring to EAGT
- Promotes EAGT to gestalt therapists and inspires them to become a member of EAGT
- Deals with the accreditation and re-accreditation of individual members and professional organizations.