



**SECRETARY TO THE**  
**CONFERENCE OF ENGINEERING MANAGERS IN UNIVERSITIES**

**JOB DESCRIPTION**

1. **General.** The position of Secretary to the Conference of Engineering Managers in Universities (EMU) shall be elected by the available members of that group at the regular, annual conference; or, should that not be possible, through an email ballot. Individuals who may be considered for the role should have had at least 3 years' association with EMU.
  
2. **Duration of the Appointment.** This should be a minimum of 5 years.
  
3. **Duties of the Secretary.** He/she is required to:
  - a. Be the Chair and Secretary (unless there is a member of the Committee prepared to undertake this duty) of any meetings of the EMU Organising Committee. The notes of those meetings are to be distributed to all recorded members of the EMU.
  
  - b. Represent the EMU, as requested by the members, to any other body on matters of mutual interest eg to the Engineering Professors' Conference (EPC).
  
  - c. Stimulate and sustain interest in the group; maintain the list of members derived from the annual conference and undertake to promote it by further contact with Higher Education Institutions (HEIs) that have engineering departments.
  
  - d. Coordinate the organisation of the annual conference by:
    - (1) Ensuring that a venue has been registered at least 2 years ahead.
  
    - (2) Affording assistance to the conference host including setting up the mid-term meeting between the Committee and the host.
  
    - (3) Engaging in all correspondence with external bodies prior to and after the conference.
  
    - (4) Drafting a short report to the EPC after the EMU conference.