



**European Spinal Psychologists Association  
Secretary / Treasurer role, April 2022**

- LEADS AND SUPPORTS:** ESPA Chair and Committee Members
- PURPOSE:** To enable the Committee to lead ESPA; providing a European professional forum to support the development and dissemination of psychological knowledge; share clinical and psychological practice to promote the highest standards of care; facilitate clinical research through providing a collaborative, cross nation and culture, network for clinicians and researchers in spinal cord injury.
- ROLE SUMMARY:**
1. Provide administrative leadership enabling the Committee to fulfil their responsibilities for the overall governance and strategic direction of ESPA.
  2. To support the Chair, and provide financial leadership and responsibility to ensure that the organisation complies with its constitution and any relevant legislation or regulations and to make sure that the organisation pursues its objects as defined in its constitution.
- KEY RESPONSIBILITIES:**
1. To plan, alongside the Chair, the annual cycle of Committee meetings and set the agendas
  2. To liaise with the ESPA administrator and support liaison with the membership and circulation of the committee meeting agenda minutes.
  3. To take minutes at the BAGM, provide a Treasurers report and contribute information to the Chair's Annual Report
  4. Alongside the Chair and Administrator, to create newsletters updating the membership, to maintain the ESPA database and liaise with the webpage creators.
  5. To regularly monitor the ESPA email account.
  6. Alongside the Chair, to tweet and update posts on the ESPA LinkedIn account, on behalf of the association. To be professionally and personally liable for tweets and posts made.
  7. To support the Chair in the strategic direction of the Association, monitor decisions taken at Committee meetings and support the implementation.
  8. Be an active Committee member in general and comply with ordinary committee role description.
  9. Maintain ESPA bank account.
  10. To represent the Executive committee on the Scientific Committee

**TIME COMMITMENT:**

1. Approximately 1 day per month for general administration and committee business.
2. Four consecutive days on alternate years to attend the ESPA conference (plus approximately 6 hours each month for the nine months prior for organising and preparing the conference and other work).
3. Other time as required by the role and agreed by the Committee.
4. Tenure as Secretary / Treasurer is normally for up to 5 consecutive years, but may be elected for further terms.

**THE PERSON:**

1. Commitment to ESPA, its values and objectives.
2. Leadership ability: integrity, diplomacy, strategic vision, sees the bigger picture.
3. Able to take decisions for the good of the organisation displaying good, independent judgement
4. Willing and able to devote the necessary time and effort to the role
5. Excellent interpersonal skills: tact; willingness to share own views and listen to others
6. Team player
7. Understanding of the context in which ESPA and its members work
8. Desirable - senior practicing clinical psychologist working with people with spinal cord injuries.

The Secretary is a Committee Member.

The Secretary's reasonable expenses for ESPA conference registration, travel and accommodation expenses will be built into each conference budget plan. Mileage will be paid at the NHS business mileage rate and economy flights are expected. Expense receipts will be provided at and agreed at a committee meeting and countersigned by the Chair prior to payment.

Personal Assistance attendants will also be supported as required.

**October 2018, revised April 2019, revised April 2022**