

JOB DESCRIPTION: EAOO VICE-PRESIDENT (PRESIDENT-ELECT)

EAOO (the Academy) is in the process of incorporating the organisation as a company limited by guarantee in the UK and will be applying in due course for that company to be granted charitable status. This Job Description has been written in anticipation of the Academy's new legal and charitable status.

1. Purpose of the role

The President-Elect will substitute for the President in his/her absence. In the event of disability or withdrawal of the President, the title and all duties and obligations shall be assumed by the President-Elect.

The President-Elect should take every opportunity to become acquainted with Academy members and Board of Trustees, to build his/her own communications network and understand and be across all Academy operational and policy issues.

2. Term of Office of Trustees

The Inaugural Vice-President will be appointed by the European Academy of Optometry and Optics board of trustees at a meeting on 11th May 2024.

The Inaugural Vice-President will be appointed for a term of two years (to 2026), after which he/she shall take the office of President for a term of two years, after which he or she shall become Immediate Past President for two years, after which he/she will cease to hold office.

The Vice-President 2024 shall be elected by the Academy members by means of a ballot. The term of office shall commence at the end of the Annual General meeting following the ballot in which the successor is elected.

In the event of a vacancy arising in the office of President, unless otherwise determined by the Trustees, the Vice-President shall become the President.

In the event of a vacancy in the office of Vice-President, the Trustees may appoint a Trustee who is willing to fill the position as Acting Vice-President until a new Vice-President is elected by members.

3. Time commitment

- attendance at one Annual General Meeting
- attendance at a minimum of two Trustee meetings per year and other General Meetings, committees or working groups convened as required.
- preparation for meetings

4. Key responsibilities

In addition to the general responsibilities of a Trustee, which are set out in a separate Job Description for EAOO Trustees (see attached), the Academy's Vice-President (President Elect) will be required to:

a) To provide continuity of leadership in the absence of the President

- To substitute for the President, acting in the President's absence and performing tasks as required
- To support the President in application of the President's duties
- To perform duties as assigned by the President
- Function as the President as stated in the Academy's Articles of Association

b) Attend meetings.

- The president-elect is required to attend the same meetings as the president unless otherwise advised.

c) Understand the Academy's strategic plan and participate in Board policy-making accordingly

- Work with the Treasurer and the Academy Secretariat to prepare the Academy's budget for approval by Board.

5. Person specification

In addition to the person specification for a Trustee, (see attached) the vice-President /President elect will require the following:

- Strong leadership skills
- experience of committee work
- solid integrity and ethical values
- tact and diplomacy
- good communication and interpersonal skills
- impartiality, fairness and the ability to respect confidences.
- knowledge of optometry and optics
- experience of involvement in the voluntary sector
- have a good working knowledge of the research status, programs and services offered by the Academy and ECOO
- have a good understanding of the issues facing Optometry and Optics in Europe and globally.
- have a reasonable, existing professional network in place.

English is the official language utilized for all communications, documentation, and correspondence within the EAEO. Proficiency in English is required for this position to ensure effective communication and collaboration within the organization.