

EORTC Quality of Life Group Executive Committee Secretary

Scope of duties:

The Quality-of-Life Group Secretary works closely with the Executive Committee members and all other Quality of Life Group members to support members regarding their membership status and to manage the organisation of the upcoming QLG bi-annual meetings.

Responsibilities include:

- Introduce and lead new members through the membership process
- Archive members CV's and other personal data
- Update and manage membership database
- Review and forward all the emails that should be sent out to QLG members
- Organise the bi-annual QLG meetings
- Manage the election procedures