



**ADEE Executive Committee**  
**The role, functions and person specific requirements of the**  
**ADEE Secretary General**

The core functions of the ADEE Secretary General are set out in the Associations governance document, the Constitution and Byelaws of ADEE. The most recent revision of these documents was 2016.

This 2016 edition state that the functions of the ADEE Secretary General are:

1. prepare all official minutes
2. maintain a list of members of ADEE and their representatives
3. make annual reports to the Executive Committee and the General Assembly
4. assist with and co-ordinate the preparation and organisation of the annual scientific meeting, the meeting of the Executive Committee and the committee meetings

It is the duty of the Secretary General to:

- I. Perform such other duties as may be determined by the Executive Committee.
- II. Serve as the executive head of the Central Office and all of its branches.
- III. Co-ordinate the activities of all committees, councils, administrative boards, standing committees, and other Association component groups.
- IV. Mail notices pertaining to all sessions of the Association, annual or special, to appropriate individual and institutional members.

Over time as ADEE has evolved much of this work is performed in practice by the ADEE Office and the role of Secretary General is one of oversight of the office function.

The ADEE Secretary General is an unpaid role, however all out of pocket expenses incurred by the incumbent in discharging the role are reimbursed or in the case of travel and accommodation prepaid by ADEE.

While it is hard to quantify the time commitment involved, recent incumbents estimate that, were all the time they spend on ADEE business recorded, it would likely equate to one day per week.

Specifics of the work include:

- I. Preparation for the monthly Executive zoom meeting
- II. Engaging in email and other correspondence
- III. Preparation for annual general assembly
- IV. Regular and ongoing communication with the ADEE Office in Dublin

The role of Secretary General involves a number of days travel and representation of ADEE. Specifically, and at a minimum he/she will attend:

- I. The ADEE Spring Executive (2 day meeting attendance, including travel in late February)
- II. The ADEE Summer Executive and General Assembly meeting (now equates to approximately a full weeks attendance)
- III. Representing ADEE at international events when required



IV. Occasional representation, of ADEE with stakeholder

Given the standing and responsibilities of the ADEE Secretary General any incumbent is expected:

- I. Have considerable experience (7 years plus) of dental education, ideally in a senior role such as academic lead or director level
- II. Have a strong administrative and strategic focus with a solid understanding of the diversity in approach to dental education in Europe
- III. to have the full support of their superior/governing body to apply for the role of ADEE Secretary General, and to have clearly communicated the expected workload that the post entails
- IV. To be willing to travel to represent ADEE at many and varied locations, including the USA, Middle East, Far East and Africa etc. Thus, they must be able to secure all necessary visas for such travel
- V. to have considered a vision for their term in advance of submission of their application that outlines how they envisage the improvement of ADEE operational policies and procedure etc

The application process is through a combination of proactive recruitment by the Nominations committee, self-nomination supported by two references in response to a public call for applications or suggestion of names to the nominations committee.

The role will be filled from those who have a proved experience on the ADEE executive committee in the first instance. In making a self-nomination the candidate must:

- I. Include an abridged CV (4 sides A4) highlighting their career and contribution to the advancement of dental education
- II. Submit supporting references one on their academic and research merit the second on personal character and standing
- III. Submit a vision for their period as Secretary General of ADEE (no more than 500 words), highlight the key areas they wish to focus on during their two year term

**Applicants are recommended to consider the points made within the person specification when formulating their application for the post.**

Finally, when evaluating and shortlisting submissions, and in making their recommendation for candidates to the ADEE Executive the nominations committee will be cognisant of:

- Gender balance
- Regional balance
- Expertise and European standing and recognition



### **Person Specification – Secretary of the Association for Dental Education in Europe**

The Nominee should be an acknowledged leader in learning and teaching and in educational research. She/he will provide evidence of high standing in his/her field. The Secretary General will play a significant role in developing and delivering the ADEE's operational activity and its strategic direction. They will promote the interests and values of the ADEE internally and externally and in so doing promote the ADEE as an organisation of international repute.

*Key Experiences: The applicant should demonstrate:*

- a significant academic track record, with distinction, in learning and teaching and educational research;
- the ability to lead organisational development and change;
- the ability to think strategically and develop vision for the future of the ADEE,
- experience of leadership and turning plans into action;
- understanding of financial management and budgetary planning;
- initiative, judgement, decision-making and change management;
- a track record of facilitating quality assurance of dental education
- a track record of successful co-operation and collaborative working relationships,
- success of building close relationships and partnerships with key influencers in governmental, other agencies relevant to the ADEE

*Key Attributes and Skills: The applicant should demonstrate:*

- the ability to inspire and motivate;
- proven capabilities as a team leader;
- good negotiating skills, flexibility and open-mindedness;
- outstanding written and oral communication skills for written work, public relations, networking and team building;
- ability to make logical, well-balanced and reasoned decisions;
- inclusive and collegial management style;
- the ability to understand developments in the Higher Education arena, both nationally and internationally and a high regard for research, scholarship, teaching and learning;
- a willingness to travel both nationally and internationally;
- an ability to treat colleagues with respect and develop and maintain good working relationships with colleagues and external groups;
- an understanding and application of the principles of consultation, collegiality and maintaining the ADEE at the forefront of dental education internationally
- an understanding of the complexity and diversity of the ADEE and the stakeholders with whom it co-operates and the ability to adapt his/her approach and style accordingly.