



Job description for the position of President (Executive)

The President is responsible for the proper functioning of the Association from legal, administrative, human resources, procedural and communication point of view.

The President's proxy is Vice-President, their close co-operation for mutually supported decisions is essential. They need to be able to substitute each other at any point during the yearly activities and responsibilities; they need to possess the same information on any questions related to the Association and its events.

During the year:

- Responsible for recruiting and selecting the Board members of NCB for each of the functions/jobs, by advertisement and by networking. On-boarding: ensure that hand-over-take-over processes are done properly, and that new Board Members have the necessary information and access to be able to do their tasks
- Manages decision on the yearly schedule of meetings and activities (Board Meetings, General Assembly Meetings, Bake Sales, Donation Ceremony etc.)
- Based on a Roadmap, ensure that every task of the Board is done and solved in a timely manner and to a high standard (quality work)
- Leads the updating procedures of the Statutes (including its translation into French), the Internal Regulations, and the Funding Application document
- Ensures ASBL yearly paperwork is complete and submitted on time (Financial Report, Moniteur Belge, UBO registration, and any relevant legal and financial administration)
- Ensures that Members of the Association are kept informed in a timely manner considering dates, deadlines, documents, processes and any information related to their fundraising activities
- Presides over Board and General Assembly Meetings
- Prepares the Agenda for Board and General Assembly Meetings, ensures that all PPT slides and other materials (e.g. forms to fill in by Members) for the GAM are correct and complete. Confirms that the venue for the Board and General Assembly Meetings are booked
- Works closely together with the NCB-secretary related to administrative and communication tasks (invitations to meetings and emails to Board and Members, meeting minutes)
- Substitutes and supports Vice-President in her/his following tasks: managing the Facebook sites of NCB; manages the NCB-office room; review content on webpage periodically and coordinate necessary updates; giving a present if a Board member is leaving (certificate, flower); preparing and coordinating printing jobs for the NCB together with NATO Graphics
- Assists all other non-executive Board members as necessary



During – and up to - the Bazaar:

- Requests Bazaar date and location from NATO stakeholders including related events connected to the Bazaar (pre-sales, after-sales, tombola ticket sales)
- Takes part in negotiations with NATO officials and stakeholders (DeputySecGen, ARAMARK, IFM, Electricians, Fire-Brigade, NOS, etc) during the year with Bazaar Coordinator and Vice-President, especially at the first contact negotiations
- Assists Sponsor Coordinator with negotiations as necessary
- Keeps contact with Patrons of the Bazaar
- Makes the “VIP Walk Through” with the Vice-President and the VVIP after the opening ceremony of the Bazaar
- Available for VIPs, Board members, Members, stakeholders, helpers throughout the Bazaar event for answering questions and providing necessary help and solutions to any emerging problems

After the Bazaar:

- Participates in the “Thank you wines” hand out organized by Vice-President
- Sends thank you letters to relevant persons
- Reviews the Lessons Learnt document prepared by Bazaar Coordinator and makes sure it’s recommendations are applied where necessary (and possible) in the following Bazaar year.

PC skills required: PowerPoint, Word, Excel, E-mail programs, Facebook page administration