

Support the Executive Committee

- Management of finances
- Contact to the administrative organisations (tax office and others)
- Observing the statutes
- Preparing the 2 board meetings together with the host organisations
- Meeting minutes (2 weeks max. after board) and follow-up on decisions
- Send out any information to partners in the name of the Executive Committee.
- Making Drafts of financial plans and reports.
- Liaison with subcontractors regarding bid writing

Ensure external communication

- first contact to new partners (sending material...)
- first contact with interested organisation, people etc., who come to the ass. via mail, e-mail
- being active in finding new partners in new countries
- sending out letters and other material

Support dissemination activities

- developing the newsletter
- Managing the website, updating the information (collect info and news from partners; upload to server)

Support for WiTEC partners

- communication with the WiTEC partners
- preparing the yearly report of the association

- collect yearly reports from partners
- Support in project development and proposal writing
- Assistance in monitoring EC websites for calls and news

Business Development

- R & D regarding calls for proposals
- Sponsorship packages management