



Job Descriptions

PRESIDENT and VICE PRESIDENT

Credentials:

Senior professional Egyptologist
PhD in Egyptology (minimum)
Permanent employment within a recognized academic or cognate institution
Strong track-record of scientific publication
Experience of leadership and associated administration
At least 10 years' experience of professional work in the subject
Good network of contacts within the field, internationally and within Egypt
Good written and spoken English; Abilities in French, German and Arabic are desirable
Proven ability to work effectively within a team. The majority of the work is undertaken remotely via e-mail, but the P, VP and SG aim to meet regularly.

Job description (including quotes from the revised statutes where relevant):

Arrange the General Assembly 4.1.2. The General Assembly is convoked by the President with the consent of the Council or at the request of a third of all members. The convocation, accompanied by a list of agenda and written proposals shall be dispatched to all members at least sixty days in advance.
Convene meetings of the Council 4.2.6. Council meetings can be convened whenever the Presidium or at least eight Council members deem fit. The President or his or her proxy shall act as chairperson. The Council may consider and discuss proposals and make decisions electronically. 4.2.4. ... the President, Vice President and Secretary of the International Association of Egyptologists are ex officio members of the Council.
Further the implementation of the aims of the Association 4.3.2. The President is the official representative of the Association and shall further the implementation of the aims of the Association as set out in 2. 4.3.3. The Vice-President shall assist the President in his duties and act as his proxy.

N.B. In recent years, such tasks have included the production of a newsletter and series of statements opposing various developments that have been detrimental to Egyptology and/or the aims of the Association.

SECRETARY GENERAL

Credentials

Professional Egyptologist
PhD in Egyptology (minimum)
Track-record of scientific publication
Good network of contacts within the field, internationally and within Egypt
Good written and spoken English; Abilities in French, German and Arabic are desirable
Well-organised
Proven ability to work effectively within a team. The majority of the work is undertaken remotely via e-mail, but the P, VP and SG aim to meet regularly.

Job description (including quotes from the revised statutes where relevant):

Receive new membership applications 3.3. New members to the categories 1, 2 and 4 are admitted to the Association on application to the General Secretariat and on receipt of its written confirmation.
Oversee administration and finances 4.3.4. The Secretary General shall be responsible for the central administration of the Association. He or she is authorized to receive funds and contributions, and to defray expenditure on behalf of the Association. He or she is responsible to the Council for all financial matters.
Oversee the election of the Presidium and of the next venue Annex 2: Election of the Presidium

N.B. In recent years the Secretary General has been assisted by a part-time, paid secretarial assistant.

Chris Naunton
President of the IAE

26 February 2019