

Proposal Regarding TaCEQ Positions

That the position of Secretary-General hold the following responsibilities:

- Spokesperson for the organization
- Responsible for representation to government bodies, unions and other partners
- Coordination of the work and projects of the organization
- Coordination of the work of the executive of TaCEQ

That a position of Vice-Secretary General of Communications and Internal Relations be institutionalized and that its specific responsibilities be the following:

- Coordination of relations between member associations including tasks delegated to member associations
- Coordination of relations with the media
- Responsible for the organization's email communication
- Responsible for social media
- Press secretary for the Secretary General during events
- Responsible for coordinating the media committee

That a position of Vice-Secretary General of Finances and Administration be institutionalized and that its specific responsibilities be the following:

- Responsible for the organization's finances
- Calling meetings for the organization
- Coordinating the meetings for the organization
- Responsible for the application of the organization's bylaws
- Responsible for the Bylaw Review Committee
- Responsible for meeting minutes
- Responsible for the organization's archives