



Profile – Secretary General July 2022

Call for candidates for the role of Secretary General of the European Automated Clearing House Association (EACHA, International Non-Profit Association based in Brussels, Belgium) registration nr BE 886 371 251

EACHA is seeking a successor for its Secretary General, ideally to start during Q4-2022.

The basic description of the role of the Secretary General is set forth in the Articles of Association of EACHA, Title IX (see annex).

The successful candidate would ideally need to possess the following main qualities, skills and experience:

- Proven retail payments expertise in European / SEPA environment.
- Proven experience in clearing and settlement payment processing, in management, director, or professional expert roles.
- Above average understanding of the European clearing and settlement industry.
- Good and up-to-date understanding of European payment regulations.
- Experience managing relationships with third parties and stakeholders, including EC, ECB and other European public authorities.
- Experience in governance and process management.
- Administrative and organizing skills (working as ‘one-person-office’).
- Experience in public speaking and excellent verbal and written communication skills.
- Willingness to travel regularly within the geography of Europe.
- Full proficiency in English.
- French and other language skills not required but seen as a bonus skill.

We offer:

- A part-time role as Secretary General of the EACHA (ca. 50 days per year).
- Based on a mutually agreed professional support contract.
- At a market competitive dayrate.
- Extensive teleworking.
- Flexible working hours.
- Not required to change the place of residence.
- Travel expenses covered.

To make your interest known, please write confidentially, in English, to Mr. José Luis Langa, President EACHA, at jllanga@iberpay.es, by September 15, and include your CV and any links to demonstrate your working experience, credentials or references.

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ANNEX:

TITLE IX: SECRETARY GENERAL

Article 1. Appointment and function of the Secretary General

1.1 The Board of Directors may appoint a natural person or legal entity, being a director or not, being the President or not, being a Member or not and being a Delegate/Alternate or not, as Secretary General. His/her/its office may be remunerated. When a legal entity is appointed as Secretary General, the latter shall appoint a permanent representative, being a natural person, in charge of the execution of the mission of Secretary General in the name and on behalf of the legal entity. The Association shall cover all reasonable expenses exposed by the Secretary General. The Secretary General's mandate may be of a definite or indefinite duration. The terms and conditions of his/her/its office shall be determined by the Board of Directors.

1.2 The mandate of the Secretary General terminates as of right and with immediate effect, (i) by death or incapacity, or (ii) if the Secretary General is under judicial administration, in bankruptcy, in judicial reorganisation, in dissolution or in liquidation, or is subject to insolvency proceedings of a similar nature under the laws of any jurisdiction.

1.3 Unless otherwise agreed, the Board of Directors may dismiss the Secretary General at any time and possibly with immediate effect, without (i) having to give reasons to its decision, (ii) any compensation or cost becoming due by the Association, and (iii) prejudice to the mandatory labour law provisions and services agreement provisions, if applicable.

1.4 The Secretary General is free to resign from his/her/its office at any time by submitting, via special means of communication, his/her/its resignation to the Board of Directors, without prejudice to the mandatory labour law provisions and services agreement provisions, if applicable. In case of termination of the mandate of the Secretary General for whatever reason, except the cases of automatic termination of the mandate of the Secretary General or dismissal, the Secretary General shall continue performing the duties of his/her/its office until the Board of Directors has provided in his/her/its replacement within ninety (90) calendar days, without prejudice to the mandatory labour law provisions and services agreement provisions, if applicable.

1.5 In case of the end of the mandate of the Secretary General for whatever reason, the Secretary General shall have no claims for compensation on the Association or for its assets, without prejudice to the mandatory labour law provisions and services agreement provisions, if applicable.

1.6 The Secretary General shall be a permanent observer at all the bodies of the Association, and shall have the right to attend all meetings of the aforementioned bodies, without

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voting rights and with the right to be heard. All convening notices to all meetings of the aforementioned bodies shall simultaneously be notified to the Secretary General.

1.7 Notwithstanding the above paragraph, the President may decide that the Secretary General cannot attend one or more meeting(s) or part(s) of a meeting(s) of the Board of Directors.

Article 2. Powers of the Secretary General

2.1 The Secretary General shall have the powers specifically granted to him/her/it by these Articles of Association. In particular, the Secretary General shall have the following powers:

- (a) The daily management of the Association, within the approved budget;
- (b) The recruitment of new Members;
- (c) In cooperation with the President, the coordination and the organisation of the meetings of the General Assembly;
- (d) In cooperation with the President, the coordination and the organisation of the meetings of the Board of Directors;
- (e) The delegation of tasks to the EACHA administration function and the overseeing of it;
- (f) Submitting the applications for admission to membership to the Board of Directors;
- (g) Executing the decisions of the Board of Directors;
- (h) Sending the convening notices of the General Assembly and the Board of Directors;
- (i) The preparation of the draft annual working plan, the draft annual accounts and the draft budget that must be submitted to the Board of Directors for finalisation and approval; and
- (j) The supervision of the financial affairs of the Association.

2.2 The Secretary General shall always act under the responsibility of the Board of Directors and within the approved budget. The Secretary General shall report periodically to the Board of Directors on his/her/its actions and activities, and/or at the request of the Board of Directors.

2.3 If no Secretary General is appointed, the powers listed in the present Article and specifically granted to him/her/it by these Articles of Association shall be exercised by the Board of Directors.