



European Holstein & Red Holstein Confederation

Dear EHRC Member

At the September 2013 EHRC Committee meeting in Copenhagen, Denmark, our Secretary General, David Hewitt, announced his intention to retire. This means that we have to nominate a successor, to be appointed at the next 2014 EHRC General Assembly in September 2014 in Spain. All EHRC-members have the right to nominate candidates for this position. A profile and time schedule for the procedure is given below.

Profile EHRC Secretary General

Secretary General Responsibilities: -

- Work in close contact with EHRC committee and members on all aspects of EHRC aims and objectives.
- Represent EHRC within the international dairy and cattle breeding industry.
- Responsible for EHRC-committee meetings: on average 1 or 2 times per year. Prepare the agenda and produce the minutes of the meetings. In cooperation with one specific member will arrange a suitable location for each meeting. (The board member of the organising country chairs the board meeting).
- Responsible for the EHRC web site and content.
- Support the organising country of the General Assembly, every third year and the Secretaries Meeting, every second year.

Candidates for the position of EHRC Secretary General must meet the following criteria: -

- Originate from within an EHRC member country.
- Be Fluent in English (more than one language is appreciated).
- Experienced in Administration (Herd book).
- Has Knowledge on International Cattle Breeding (non-commercial)
- Computer skills (Microsoft Office and the ability to maintain the EHRC website)
- Access to office support.
- Ability to travel.
- Diplomatic skills.
- Strong leadership skills.
- Integrity.

The position of EHRC Secretary General is part-time (20 – 25%) function. The Secretary General will receive a yearly allowance fee at a level related to the time the position requires.

The position of Secretary General of EHRC can possibly and preferably be combined with the position of Secretary General of WHFF (World Holstein Friesian Federation), which will be advertised in 2016.

Appointment Procedure

EHRC-member countries may nominate candidates for the position of Secretary General before January first 2014. Nominations have to be sent in English with Curriculum Vitae of the candidate. Candidate nominations to be addressed to the nomination committee of EHRC at ehrc@btinternet.com or by post to, 40, Clements Rd, Chorleywood, Herts, WD3 5JT, UK.

Procedure:

- Invitation and Profile to be send to all EHRC-members, in September 2013.
- All people interested have time to consider and inform, October 2013.
- Candidature application closing date, January 1st, 2014.
- The nomination committee (Egbert Feddersen, Jos Buiting and David Hewitt) will study the nominations and if necessary invite the candidate(s) for an interview. January – February 2014
- Candidates to be discussed in EHRC Committee (board) in London, 3 – 4 April 2014. EHRC Committee will nominate one candidate.
- General Assembly to appoint the nominated candidate, September 2014.

Additional information on the specific topics of the position may be obtained from David Hewitt, Secretary General of EHRC.

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