

Application for the position of Secretary-Treasurer of the Europe, Middle East and Africa Chapter of the International Federation of Clinical Neurophysiology (EMEAC-IFCN)

We invite applications for the position of Secretary-Treasurer of the Europe, Middle East and Africa Chapter of the International Federation of Clinical Neurophysiology (EMEAC-IFCN).

Eligibility

Applicants must be members of a society that belongs to EMEAC. Colleagues who are already active in clinical neurophysiology in the EMEAC region and would like to contribute at an international level are particularly encouraged to apply.

Why join the EMEAC leadership?

This role offers a meaningful opportunity to take on an international leadership responsibility in clinical neurophysiology. As a member of the EMEAC Executive Committee, the Secretary-Treasurer will help shape the various activities (including education, regional collaboration) and the development of clinical neurophysiology across Europe, the Middle East, and Africa, in an honorary and voluntary capacity.

Role and candidate profile

The Secretary-Treasurer works closely with the EMEAC Executive Committee to monitor ongoing chapter activities, support communication within the region, and help implement ExCo decisions. The ideal candidate is committed, reliable, and well-organized, with a clear motivation to support all administrative and financial activities of the Chapter.

Key responsibilities

- Monitor current EMEAC activities, projects, timelines, and action items.
- Organize Executive Committee (ExCo) meetings, including scheduling, preparing agendas, taking notes during the meetings and ensuring appropriate follow-up on discussions and decisions.
- Oversee the chapter's routine financial and administrative matters, including budget monitoring, financial reporting, and maintenance of appropriate records in line with standard not-for-profit practice. The financial activities are performed in close collaboration with the Treasurer of IFCN.

How to apply

For the EMEAC Treasurer/Secretary position, only applicants endorsed by their national societies are eligible to apply. We encourage interested candidates to send their documents to the president of their national clinical neurophysiological society, who may submit the application on behalf of that national society. It is the responsibility of the national society to decide whether to submit the candidate's application or not.

Candidates supported by their national society should provide:

- An up-to-date curriculum vitae (CV)
- A brief letter of intent outlining their motivation and relevant experience

The president of the national society is asked to send these documents to the following email address:

kamondianita@gmail.com

The deadline for accepting applications: 25. August, 2026

Candidates supported by their national society might also expect to have an online interview with the EMEAC ExCo as part of the selection process.

23. July, 2026

Sincerely,



Prof. Dr. Anita Kamondi

President of EMEAC-IFCN on behalf of EMEAC ExCo