

## **Secretary General**

### **Scope of duties and responsibilities**

- Managing and leading the UBC Secretariat
- Assistance to member cities and Union bodies / structures
- Organization of conferences, seminars, meetings, events, etc.
- Policy development
- Representation at international conferences and events
- Managing the UBC finances
- Producing reports, minutes, documents
- Overseeing UBC website, facebook, publications, newsletter etc
- Other tasks commissioned by the General Conference, Executive Board, President