



Standardization

Rue Montoyer 10/5- B - 1000 BRUSSELS, Belgium

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http://www.asd-stan.org/ - ASD-STAN BE0866465960 - Bank IBAN No: BE 07 3101 3492 5066

## ASD-STAN Director – Job Description

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The Director is part of the permanent staff of ASD-STAN according to the Statutes of the association. He/she is nominated by ASD-STAN members, selected and appointed by the Board. The Director is a full-time position and has to be registered at the Moniteur Belge (Belgian Official Gazette), and reports to the ASD-STAN Board and the General Assembly.

### The Director's responsibilities include:

- The achievement of the short- and long-term objectives of the Association in terms of quality, user's satisfaction and financial sustainability;
- The management of legal documents in accordance with the Belgian law and the prescriptions of the Board;
- Preparing the business plan and the required reporting;
- The management and day-to-day administration of the Association, including the personnel management allocated to the ASD-STAN Central Secretariat, as well as their operational activities and administrative issues as applicable;
- The administrative management of the activities of the Technical Organization;
- Defining the working procedures of the Technical Organization;
- Authorizing expenses and payments in cooperation with the ASD-STAN Treasurer and signing bank payment advices (ING bank, second signature principle, web-based);
- The financial reporting towards the Belgian authorities, in cooperation with the Accountant, the ASD-STAN Treasurer and ASD-STAN Finance manager;
- Ensuring economically functioning working processes by setting appropriate procedures (Standardization Process Manual-SPM) and supervising their application, in cooperation with the ASD-STAN Technical Authority;
- The operation of Information Technology Services to support the activities of the Association, including Information & Communication Technology supporting the activities and processes of the Association, specifically for the Web representation and the sale of documents;



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- Proposing to the Board objectives and the most cost effective and efficient means for achieving them, these can include:
  - ✓ Outsourcing of specific technical activities on competitive basis;
  - ✓ Adapting the in-house capabilities and capacities to the real needs;
  - ✓ Support to particular standardization projects;
- The management of all external relations and collaboration issues;
- The external representation and promotion;
- Organizing reviews as necessary in order to fulfill the objectives;
- Reporting to the Board;
- Quarterly reporting to the ASD-STAN President on the activities of the organization;
- Ensuring the application of the processes as defined in the SPM.

The above list of responsibilities is not exhaustive and may be required to undertake other responsibilities requested by the ASD-STAN Board and General Assembly.