



GOV-F1C7 | Version 1.0.0 | 2026-01-17

## 1 A. Overall Operations and Coordination

### 1.1 Interim Secretary-General / Operations Lead

#### 1.1.1 Overall Purpose

The Interim Secretary-General / Operations Lead serves as the **central operational and coordinating function** within the founding association. This role holds overall responsibility for translating the board's decisions and the association's purpose into concrete action, ensuring smooth day-to-day operations, building the organisation, and preparing for the transition to an independent foundation.

The position is temporary and exists to mature the organisation structurally, legally, and operationally—not to create personal dependency.

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#### 1.1.2 Position in the Organisation

- Reports to the board of the founding association
- Works closely with the Founder / Concept Architect (without this person being involved in day-to-day operations)
- Holds coordinating responsibility across all working groups and roles

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#### 1.1.3 Primary Areas of Responsibility

##### 1. Day-to-Day Operations and Execution

- Ensure continuous, stable operations of the association
- Translate strategic decisions into operational actions
- Prioritise tasks and allocate resources across teams
- Monitor progress in all ongoing initiatives

## 2. Organisational Development

- Establish and staff key positions and working groups
- Define clear role descriptions, responsibilities, and handover procedures
- Implement role-based organisation and communication structures
- Ensure personnel can be replaced without loss of knowledge or function

## 3. Coordination and Collaboration

- Coordinate work between volunteers, working groups, and the board
- Ensure effective internal communication via approved channels
- Conduct and structure meetings, status updates, and decision tracking

## 4. Governance, Compliance, and Structure

- Ensure compliance with the association's bylaws and internal rules
- Implement GDPR principles and data minimisation in practice
- Document decisions, processes, and responsibilities
- Prepare organisational and legal foundations for foundation establishment

## 5. Transition to Foundation

- Facilitate the transfer of IP, documentation, and structure to the foundation
- Ensure organisational continuity during the transition from association to foundation
- Contribute to defining future operational and governance models

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### 1.1.4 Authorities

- Operational decision-making authority within the board's framework
- Right to establish, adjust, and dissolve working groups
- Access to role-based systems and communication channels
- Mandate to represent the association operationally to partners

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### 1.1.5 Competency Profile

**Technical Competencies** - Experience in building organisations, NGOs, or non-profit structures - Strong understanding of governance, compliance, and organisational operations - Experience working in international and cross-cultural environments - Ability to work methodically in complex, early-stage phases

**Personal Competencies** - High degree of responsibility and integrity - Ability to create oversight and progress without hierarchical power - Strong coordinating and communication skills - Respect for role-based organisation and minimal personalisation

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#### **1.1.6 Working Conditions and Terms**

- The role can be performed voluntarily or as a temporary paid position, depending on funding
- Work is primarily remote and EU-based
- The position is time-limited and ceases or transforms upon establishment of the foundation

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#### **1.1.7 Success Criteria**

- The association functions stably without personal dependency
- All key positions are defined and staffed
- Decisions, documentation, and processes are structured and transferable
- The organisation is ready for transition to the foundation without operational disruption

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*The Interim Secretary-General / Operations Lead is not the face of the project—but its backbone.*

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