

**APEEE BOARD**  
**MOTION 2**  
**For submission to the APEEE EEB3 General Meeting**  
**of 3 February 2020**

**APEEE New permanent posts**

In accordance with Article 7(c) of the APEEE Statutes, the General Meeting is asked to approve the creation of two (2) full-time permanent posts:

- a) One for General Affairs (financial assistant/secretary) and
- b) One for the Extracurricular activities sector (administrative assistant).

These additional staffing requirements reflect the fact that the school's population has been steadily increasing over the years, meaning that APEEE staff involved in these departments have been increasingly stretched. This proposal is aimed at redressing this situation in a structural manner.

The Board's proposal for a motion seeks to guarantee business continuity and high quality in the provision of all APEEE Services, while meeting the new Belgian law requirements in the areas of safety and prevention. These positions have been filled to date through temporary contracts.

In practical terms, the first full-time post is necessary to perform the financial and secretarial tasks of the General Affairs sector, mainly for the Springfest and Students accounts. The staff member will be delegated the initiation of payments by following the principle of segregation of duties. In addition, he/she will act as communication interface with users of the services and APEEE prevention officer according to the new legal requirements.

The second full-time post in the extracurricular activities sector covers current permanent needs, *inter-alia*, communication with parents, planning of the activities, monitoring, supervision and quality control, etc. Moreover, the selected candidate will act as a back-up for the sector's manager or another staff member in case of absence.