

Call for the Minute Takers of the Meeting of the General Assembly 2026

Krakow, 20.06.2026

The Board of EGEA is extending a call for candidates to serve as **Minute Takers** for the upcoming **Meeting of the General Assembly (GA26)**, which will take place during the **Annual Congress 2026**, held in Ewhurst, United Kingdom, from 24th of August 2026 until 29th of August 2026.

The General Assembly (GA) is the highest decision-making body of EGEA. Minute Takers play an essential role in documenting the proceedings, ensuring accountability, transparency and clear communication of decisions taken during the GA.

Minute Takers are formally elected by the GA at the start of the meeting. However, in order to ensure readiness and adequate preparation, the Board of EGEA is seeking interested individuals in advance.

Candidates for the position should fulfil the following requirements:

- Have a good command of written English and excellent listening skills
- Be available throughout all GA sessions and able to attend a short follow-up session after the meeting to finalise the minutes
- Be registered for the Annual Congress 2026

Previous experience with minuting, EGEA governance or administrative roles is welcomed. Preferably not entity representatives, though this is allowed if necessary.

Individuals selected as Minute Takers will receive a reserved place at the Annual Congress.

Minute Takers are expected to record discussions and decisions accurately, ensure that speakers state their name and entity before speaking and gather speaker notes where available. They should also be comfortable asking participants to repeat or clarify when necessary, to ensure the integrity of the record.

After the GA Meeting, Minute Takers will be invited to a debrief and follow-up session coordinated by the Secretary, during which the minutes will be reviewed and finalised before publication.

Application procedure

If you are interested in taking part in supporting the Meeting of the GA in this capacity, please send the following document, including your motivation, experience and accordance with the aforementioned requirements:

- **Motivation Letter** (max. 250 words)

Applications must be submitted in writing to the BoE. Therefore, candidates shall send their full application (as an attachment, links are not acceptable) by email to egea@egea.eu. **The extended deadline for submitting applications is July 19th 2026, 23:59 CEST.**

Following the close of the application period, the Board of EGEA will review the submitted applications and select two individuals to suggest to the GA for formal appointment.

The final appointment is made by the GA itself at the beginning of the meeting, in accordance with the Protocol and GA procedures. The Board's recommendation is intended to ensure preparedness, neutrality and procedural clarity ahead of the GA.

Applicants should be aware that while the Board's recommendation carries weight, the decision ultimately lies with the GA.

Should any explanation or further details be needed, please feel free to contact egea@egea.eu.