



OPEN CALL
for Auditor of the European Pancreatic Club (EPC)
Term: January 1st, 2026 – December 31st, 2029

ROLE DESCRIPTION

The EPC auditors monitor the affairs and the financial management of the association to help verify compliance with the applicable accounting standards and use of funds in accordance with the aims and purposes of the Association. The Treasurer provides the auditors with the required documents and any additional information they might request. The auditors shall report to the Council on the results of the audit. Audits are typically carried out once a year.

MINIMUM REQUIREMENTS - ELIGIBILITY

- The applicant must be an active member of the EPC when the application is submitted
- The applicant must have been a member of the EPC for at least 3 years
- The applicant must have attended at least two EPC meetings in the last three years, including the EPC General Assemblies
- Good command of spoken and written English
- Strong personal commitment and time available for volunteer work
- Previous experience in reviewing financial reports and balance sheets, either within the framework of a medical society or clinic/department preferred
- The applicant must be available to review EPC financial reports once a year
- The auditor may not be a member of any EPC organ that they have been tasked to audit

TERMS OF OFFICE

- The EPC auditor will be elected for a term of 4 years

SUBMITTING APPLICATIONS

The application must be addressed to the General Secretary of the EPC, be written in English, and sent to the EPC office. Please follow the application instructions on the following page carefully.

REVIEW PROCESS

Applications will be filed and tagged by the EPC office. Should the application be incomplete, the Applicant shall be notified by e-mail within five working days. The Applicant must then update the application within another five working days.

Submission deadline for the application:

May 23rd, 2025

Eligibility will be checked by the Council. Elections are carried out at the General Assembly in the forthcoming EPC meeting in Dusseldorf according to the rules stipulated in Section 11 of the EPC statutes.

APPLICATION INSTRUCTIONS

The application must include:

- Completed online portrait (please see instructions below)
- Completed application (PDF file) containing:
 - Personal data (name, country, national society)
 - Membership a) years as an EPC member, b) years when applicant attended the annual EPC meeting, c) experience in the evaluation and review of financial documents
- Any positions previously held at the EPC and/or the UEG and dates
- Statement confirming
 - Has read and understood the open call for the position and fully commits to the position
 - Has adequate time resources for volunteer work
 - Has good command of spoken and written English
 - Is available for the review of EPC financial documents and potentially attending select Executive Committee and/or EPC Council meetings

Please combine all documents into one PDF file labelled with your name and the role you are applying for.

Online portrait on the EPC website

- Please complete the application form on the EPC website using the link provided by the EPC office. This will allow EPC members to easily view your application online when they cast their vote, so it is important that you include all relevant details
- Qualifications: List all skills/experience that you feel makes you a good candidate for the position. For better legibility, we recommend separating each sentence with a placeholder (such as a dot ●)
- Current post: Your current title and position, name, and location of institution
- Position applied for (will be completed automatically by the system)
- Manifesto: Essentially a brief motivation letter. Explain why you are applying
- We recommend uploading a picture

The applicant must provide the names of two sponsors who are also members of the EPC. These sponsors will need to accept the applicant's request for sponsorship. They will be notified automatically by the system, but the applicant is advised to inform them separately.