

Revised at Anchorage SAO meeting, 2015

Arctic Council Secretariat

# Roles and responsibilities

Roles and responsibilities of the Arctic Council Secretariat Director  
DMM02-15 May 2012-Stockholm, Sweden



Revised at Anchorage SAO meeting, 2015

# ROLES AND RESPONSIBILITIES

## of the Arctic Council Secretariat Director

---

The Director's roles and responsibilities are subject to the Arctic Council Rules of Procedure; Terms of Reference, Staff rules and Financial rules of the Arctic Council Secretariat; the biennial work plan of the Secretariat; the IPS Procedural Guidelines; and the direction of the Chair of the Senior Arctic Officials (SAO Chair).

The Director is the legal representative of the Secretariat in Norway and will perform the duties of the Director in the Council's interest and independently of any government or authority other than the Arctic Council.

The Director reports to the Senior Arctic Officials (SAOs) through the SAO Chair.

Under the direction of the SAO Chair as authorized by the SAOs, the Director coordinates the work of the Secretariat. The Director will be responsible for the overall management and administration of the Secretariat and the performance of the tasks referred to in the Arctic Council Rules of Procedure, Terms of Reference, Staff rules and Financial rules of the Arctic Council Secretariat, the biennial work plan of the Secretariat; the IPS Guidelines as appropriate and such other tasks as directed by the SAO Chair. In particular, the Director shall:

- Lead and manage the work of the Secretariat, overall coordination of core and specialised assignments of the Secretariat.
- Manage the Secretariat's human resources, including recruitment, dismissal, and professional development.
- Consult with the board of the Indigenous Peoples' Secretariat (IPS) to provide overall management and coordination of actions related to staff designated to the IPS and the work plan and budget of the IPS.
- Manage the Secretariat's outreach and communication efforts as directed by the Strategic communication plan and Communications guidelines.
- Prepare and submit to SAOs a biennial budget, work plan and report on the activities of the Secretariat.
- Implement the biennial budget and work plan as decided by the Arctic Council.
- Sign contracts for the employment of staff as directed by the SAO Chair and the procurement of goods and services as required for the performance of the tasks assigned to the Secretariat.
- Sign a Host Country Agreement with the Government of Norway, and any subsequent amendments to that agreement as approved by SAOs.
- Liaise with Arctic states and Permanent Participants; chairs of Arctic Council subsidiary groups, including working groups, task forces and expert groups; and Arctic Council observers.