

## **Terms of Reference**

### **Earth Observations for the Sustainable Development Goals (EO4SDG)**

#### **Executive Director**

#### **Purpose**

The EO4SDG Executive Director coordinates the EO4SDG Initiative, manages implementation, and communicates continually with the EO4SDG Co-Chairs, Board, Initiative members, and GEO Secretariat representative to assess and expedite the Initiative's workings, progress and results.

#### **Roles and Responsibilities**

The Executive Director serves a three-year term with a maximum of two terms. The organization of one of the EO4SDG Co-Chairs sponsors the EO4SDG Executive Director.

#### **Duties of the Executive Director include:**

1. Coordinate the EO4SDG Initiative, manage implementation and expedite progress by its international membership.
2. Assess and recommend to the Co-Chairs short and long-term strategy.
3. Communicate and coordinate continually with the Co-Chairs, EO4SDG Board, EO4SDG membership, and GEO Secretariat representatives as well as with other GEO Work Programme activities.
4. Maintain schedule of activities, coordinate outputs of the EO4SDG Initiative, recommend opportunities for broader EO4SDG membership, identify improvements, and oversee implementation.
5. Maintain the EO4SDG website and social media accounts.
6. Administer the annual GEO SDG Awards program.
7. Provide technical management and oversight of the EO Toolkit for Sustainable Cities and Human Settlements.
8. Represent the EO4SDG Initiative in international fora and related working groups, and assess opportunities for partnerships with intergovernmental bodies (e.g., United Nations), NGOs, GEO members, scientific institutions and the private sector.

#### **Meetings**

The EO4SDG Executive Director is expected to organize and lead regular EO4SDG Initiative meetings, facilitate quarterly Board meetings, and organize the EO4SDG annual meeting, which is typically held during the GEO Week. Meetings are via teleconference with the one at the annual meeting in person when possible. Additionally, the Executive Director is expected to participate in ad-hoc meetings in coordination with the Board lead and GEO Secretariat representatives, as needed. Attendance of the EO4SDG Executive Director at EO4SDG meetings, symposia, workshops, and events is funded by their respective organization.