



## Job description

**Position:** Secretary

**Main purpose:** To uphold and assist in achieving the aims and objectives of the Federation as enshrined in the constitution

**Role:** Reporting to and liaising with the Executive Board responsible for the efficient and effective administration and day-to-day running of the Federation. Liaising with other partner agencies and members and to play an essential role developing lacrosse in Europe. To act in an impartial manner when undertaking duties of the Federation.

**Responsible to:** The Executive Committee

**Contractual arrangement:** A voluntary position which is not remunerated.

**Tenure:** One year from date of appointment, at the AGM.

### Principal Responsibilities and Duties:

To assist the Executive Committee in the provision of administrative and secretarial support.

To establish the timing for Executive Committee meeting as and when necessary and provide and circulate information required for those meetings.

To ensure continued commitment to the provision of a high quality service throughout the Federation.

To ensure that all communications received by telephone, e-mail or post are promptly dealt with and that a satisfactory response is provided and where necessary a record is kept.

To ensure that administrative records are maintained and that a record of Executive Committee activities is kept, that minutes of EGM's and AGM's are provided.

To maintain a membership database in a timely and accurate manner.

To ensure that all issues raised by member countries or the Executive Committee are appropriately dealt with and to provide guidance, assistance as and when required.

To assist in the preparation, programming and scheduling of European Events ensuring that effective communication is provided to all concerned in relation to the event.

To assist in the review and research of any issues of organisational or operational management as and when required providing, timely and accurate information, to the Executive Committee.

To maintain the confidentiality of the Federation.