



Role Title	<i>Secretary</i>
Reports to	<i>Executive Committee</i>

Role purpose

To uphold and assist in achieving the aims and objectives of the ELF as enshrined in the constitution, covering all aspects of the development and growth of lacrosse in Europe. The Board's goal is to help countries develop teams that enables a country to run and grow their local league structure. Our long-term goal is to develop lacrosse in all European countries, with the hope that every member nation will be able to send a team to future Championship events.

Duties and responsibilities

- Proactively develop short and long-term plans for developing, building and strengthening European lacrosse subject to Executive Committee oversight;
- Ensure an equitable allocation of resources;
- Represent the ELF in a positive, professional and progressive manner in all matters;
- Identify needs and assist member countries and potential members in setting up and developing teams;
- Oversee any tournaments which fall under the ELF banner;
- Advise and assist member nations when required in respect of any lacrosse event they may organise from time to time;
- Liaise with national governing bodies and with International and Regional governing bodies, particularly in identifying international opportunities to develop European lacrosse;
- Report at the Annual General Meeting on the development of lacrosse in Europe;
- Undertake other duties not listed here, and as deemed appropriate by the Board;
- Ensure that all communications are promptly dealt with and that a satisfactory response is provided and where necessary a record is kept;
- Ensure that administrative records are maintained and that a record of Executive Committee activities is kept, that minutes of Board meetings and AGMs are provided;
- Maintain a membership database in a timely and accurate manner;
- 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.

Qualifications

The Secretary will be an enthusiastic individual with a knowledge of lacrosse in Europe.

Qualifications include:

- Knowledge of current level of development of lacrosse in Europe;
- Willingness to travel;
- Proactive and self-motivating;
- Strong organizational and interpersonal skills;
- Diplomatic and impartial;
- Effective written and verbal communication skills;

- Computer literacy, in particular, MS Office, social media.

Contractual Arrangements

This is a voluntary position that is not remunerated. This post carries a vote on the Executive Committee. The position is tenured 2 years from the date of appointment, pending a review of activities after the first 12 months.