



Role Title:	National Secretary	Job Code:	EBPF_Sec_2019	EBPF Allowance:	yes
Role Summary:	Sit as an Executive Committee member to ensure duties for the National Secretary as described below. Be an interface with all representatives within all committees. Mediate between the Executive committee/NC/IC and members, event organisers to ensure all information will run in accordance with EBPF rules and standards consistently.				
EC Member	Yes	Direct Reports:	Yes	Financial Responsibility:	No
Role Responsibilities:			Skills, experience and competencies		
<ul style="list-style-type: none"> EBPF Executive Committee Member <ul style="list-style-type: none"> Attend EC meetings, AGM and EGM. Create a Secretary report for each EC meeting and AGM Vote on all matters requiring an EC ruling. Responsible for the following direct reports and functions <ul style="list-style-type: none"> Marketing and Communications Coordinator <ul style="list-style-type: none"> National Website design and administration National Communications Press Officer Minute all EBPF Executive Committee meetings and distribute those minutes to the EBPF Committee members. Minute all General meetings and distribute those minutes to the EBPF Committee members. Record and ensure NC/IC are following through with complaints/queries and confirm any ruling as per the Official Documentation (OD) through consultations with the Executive, National and International committees. Assist when requested with <ul style="list-style-type: none"> National Finals With Marketing and Communications including Web Site content Press releases Venues selection and sponsorship for events. Identify, agree and implement improvement opportunities that will add value to the EBPF and its members. 			<ul style="list-style-type: none"> Excellent people management skills Excellent Communication skills (written and verbal). Excellent organisational and time management skills. Excellent attention to detail. Excellent knowledge of the EBPF constitutional documents Fully conversant with Microsoft Word, Excel and PowerPoint. Experience in running trials or tournaments. Committed for the 3 years term of the role. <p>Desirable:</p> <ul style="list-style-type: none"> A current or former committee member for a local pool league or EBPF County <p>Keywords</p> <ul style="list-style-type: none"> Teamwork Consistency Quality Professionalism Integrity 		
Additional information:	ALL EBPF Officials must declare any conflict of interest immediately and are not permitted to rule on any issue involving their home county				
Author:	EC	EC Approver:	Paul Thomson	EC Approver:	Paul Eaton
				Version:	1.0
				Date:	