



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:	