

England



Angling Trust Team England Fly Fishing (AT TEFF)

Executive Officer

Secretary

Role Description & Person Specification



Introduction

The Secretary is a member of the AT TEFF Executive Committee and is the principal contact (Official Address) for all AT TEFF matters.

Main Duties

1. Being the primary point of contact and for correspondence (Official Address) for all AT TEFF matters.
2. Coordination of the AT TEFF Executive to undertake and comply with its Executive responsibilities.
3. Liaising where necessary and in conjunction with fellow Executive Officers with AT and other appropriate bodies on matters relating to AT TEFF
4. Acting in the comprehensive role of secretary for all meetings of AT TEFF. Including issuing agendas, minutes and all AT TEFF correspondence not dealt with by other AT TEFF Volunteers
5. Ownership and maintenance of all AT TEFF Championship rules.
6. Coordinating reports etc for the AT TEFF Executive and relevant AT Officials and volunteers.
7. Attending AT TEFF Committee & Executive meetings as may be required.
8. As and when possible, acting as International Secretary on behalf of AT TEFF at IFFA and other international events
9. Ownership, maintenance and storage of the AT TEFF library of working documents, including Angler Agreements, Job descriptions, Codes of conduct, Application Forms, Next of Kin & Personal Details, etc.
10. To comply with and adhere to all AT TEFF & Angling Trust corporate governance requirements, policies and procedures.
11. Ambassador for AT TEFF
12. Current member of Angling Trust

Shared Main Duties

The Secretary will, as an Executive Officer, share a number of other Executive Committee duties which include the following:

13. Development and formulation of AT TEFF's Strategic Plans
14. Development of AT TEFF's Financial Plans.
15. Development and formulation of AT TEFF's Corporate Oversight & Governance.
16. Development and formulation of AT TEFF Teams Performance improvements.
17. Development and formulation of AT TEFF Team Members Performance improvements.
18. Development and formulation of AT TEFF Fundraising and Sponsorship opportunities
19. Development and formulation of increasing Participation in AT TEFF events.
20. Development and formulation of increasing Range of Competitive Fly fishing
21. Corporate oversight of all AT TEFF Activities relating to World (Senior & Masters), European, 5N, Loch, River and Bank Championships.

AT TEFF GENERAL SECRETARY PERSON SPECIFICATION

REQUIREMENTS	DESIRABLE
Role Knowledge/ Skills/Aptitudes	Use of social media and web systems Working knowledge & understanding of current Competitive Fly-Fishing Championships
Personal Qualities	A strong sense of ethics & fair play Good interpersonal skills Pro-active Team leader/player A great motivator focused on achievements and delivery of results. Able to work both independently and as part of a team. Organised, proactive, conscientious and reliable.
Circumstances	Driving licence & own transport. Willing to travel Able to dedicate volunteer time and personal resources to role