

European Secretary - Job Description

Principal Responsibilities

- To provide support for the administration and running of the European Region.
- To ensure all European activities happen on time and meet all requirements.

Reporting to the

Chairman of the European Region.

Consequently, the European Chairman is responsible for the yearly objective setting and its achievement control. Salary level, vacation and absence control are under the responsibility of the European Chairman.

She will also work directly with the other two European Executives, the Vice-Chairman and European Master Co-coordinator, for their respective areas of responsibility.

Relationship to the international office

- The accounting function is provided by the accountant of the international office. However, form, content and periodicity of the financial reporting are decided by the European Chairman.

Specific Duties

European Championships / Trophies, Europa Cup and European Master Series regattas

- The European Secretary is generally responsible to propose and - after approval by the European Executives – to publish on the web site and through circulars all relevant information on the European Championships / Trophies, Europa Cup and European Master Series regattas.
- Opens, monitors and reports on the bid process for European Championships/European Trophies and the Europa Cup regattas.
- Prepares and publishes the European regatta calendar (European Championships / Trophies, Europa Cup and European Master Series regattas) in close collaboration with the European Executives and the organizing clubs/Districts considering the relevant Laser World Championships and ISAF Championships.
- Prepares all contracts and agreements for the European Championships / Trophies, Europa Cup regattas and European Master Series regattas in coordination with the Chairman for the Europeans Championships, the Vice-Chairman for the Europa cup, the Master Coordinator for the Euro Master Series.
- After the signing of the contracts with the organizing Clubs/Districts, prepares and – after approval by the European Executives - publishes all documents for the European Championships / Trophies including Notice of Race, Sailing Instructions, Allocation of places to Districts, Charter Terms & Conditions, Parental Consent Forms, Sailor Scoring Import files, Registration documents and all other European Championship related documents.
- Monitors and reports on the progress of preparations for European Championships / Trophies, and monitors the progress of entries.
- Agrees with the local Laser dealer(s) that the necessary number of charter boats is provided for the European Championships at the standard ILCA charter fee. Monitors the number of boats chartered.

- Prepares in close co-operation with the European Executives the Notices of Race for the Europa Cup Trophy and European Master Series regattas.
- Liaises with each venue for the Europa Cup ensuring the correct pre-regatta and post-regatta process is being followed, including publication of the Sailing Instructions, control of entries, printing and display of series results, provision of Europa Cup Questionnaire feedback forms and publication of results on the web site.
- Organizes the invoicing for administration costs for the Europa Cup Trophy and European Master Series Regattas.
- Receives the report of new members from Europa Cup and European Master Series regatta venues and raises the corresponding invoices.
- Liaises with the European Chairman and ILCA General Manager for the nomination of juries, measurers and the approval of race managers for all European Championships.

District Administration

- Liaises with European Districts to maintain and permanently update the European District officer data base through the web-based District Report Form.
- Assures the production and processes requests for membership cards.
- Collects European boats sales reports from Laser Performance and ensure a minimum quarterly report to Districts of activity on their accounts at ILCA.

Communications

- Produces and, once approved, publishes updates and information with the European Newsletter, European circular (for districts contacts) and on the web site (where applicable) and distributes them via email
- Monitors and maintains the European region web site including reports, updates and results of all European regattas (European Championships / Trophies, Europa Cup and European Master Series regattas).
- Arranges timely press reports for all European Championships.

European Annual General Meeting (EAGM)

- Assists the European Chairman in arranging the EAGM (invitation, agenda etc.).
- Liaises with the host country arranging the venue and hotels.
- Proposes and, after approval, publishes all information for the meeting - including accommodation information, travel advice and the meeting venue - to the European countries all subject to the timelines as in the European By-law.
- Produces and publishes the agenda and all supporting appendices.
- Keeps and prepares the meeting summary, minutes, action and decision table and – after approval – publishes them.

European Bye Law

- Maintains the European By-law, publishes it periodically and monitors that all aspects of the By-law are followed.