

---

*EFAA Development Officer Hand Over Documentation (co-opted)*

---

The Constitution:

*The Development Officer shall:*

- (1) Co-ordinate the creation of a development plan for the EFAA in accordance with the wishes of the committee by coordinating the long-term goals and aims of the Association.
- (2) Manage the development plan on behalf of the committee, regularly checking on progress and updating key areas where relevant.
- (3) Create a summary of yearly progress made in a report to be presented at the AGM / published to members.
- (4) Create / share promotional material regarding the EFAA in accordance with the wishes of the committee.

---

Development Plan

---

*Development Plan:*

- Create and maintain the development plan in accordance with the committee.
- Assign measurable tasks to ensure progress in made on a reasonable timescale.

---

Reporting

---

*Committee Meetings:*

- Review progress made at committee meetings
- Regular updates in the Field Archer
- Annual report for membership

---

Promotion

---

*Maintain social media:*

- Promote EFAA through internal channels
- Promote EFAA through external channels