
EFAA General Secretary Hand Over Documentation

The Constitution:

General Secretary shall:

- (1) Prepare and submit to the Committee and the AGM an annual report upon the status of EFAA.
- (2) Conduct the affairs of EFAA in accordance with the programmes and policies established by the Committee.
- (3) Organise and operate the administrative offices of EFAA.
- (4) Co-ordinate the activities and programmes of EFAA.
- (5) Assure the proper publication of official notices, reports and attest documents and shall keep the archives of EFAA.
- (6) Assure the proper publication of any officially adopted publications of EFAA.

Annual Report

Content to be included in an Annual Report:

- Updates on any administrative issues and/or developments arising during the previous year.
- Update on the EFAA Public Liability Insurance Policy/Cover.
- Updates on any changes in committee members and/or committee members responsibilities during the previous year.

Affairs of the EFAA

Daily responsibilities:

- Responding to any correspondence received and/or forwarding it to the relevant committee member if required.
- Provide updates on any administrative items/issues/concerns to the committee, the Editor of Field Archer Magazine, and the Website Manager as and when appropriate.
- Contact Club Secretaries of member clubs with any updates relating to the function of the Association and member clubs as and when appropriate and with committee approval.
- Arrange regular committee meetings and book venues for dates acceptable to the majority of committee members. Issue all relevant documents to the committee before and after each meeting. Agenda, Action list, Minutes, and any supporting documents.

AGM

Organising the AGM:

- Book a suitable venue for the AGM in line with constitutional requirements and with committee approval. Provide the Field Archer Editor and Website Manager with all the required AGM details in time to be published in the July edition of Field Archer.

Insurance

Points to consider:

- Undertake an annual review of the details contained within the EFAA Public Liability Insurance Policy and re-new the policy if acceptable. The annual review must include the Limit of Indemnity provided by the policy and the committee be advised if any changes are recommended.
- Undertake an annual review of the EFAA Commercial Combined Insurance Policy (trophy insurance). Ensure that that policy continues to provide adequate cover and re-new if acceptable.

Annual Report

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