

FEI GOVERNANCE TOOLS FOR NATIONAL FEDERATIONS

Model Job Description of an NF Secretary General

A. Purpose of Job

1. Work with the President to ensure that the Executive Board/Board formulates and regularly review the NF's mission and strategic plan; ensure it is able to monitor annual plans and targets.
2. Be responsible for staff leadership, management and administration of the organisation in the execution of the Executive Board/Board policies.
3. Work with the President to ensure that the Executive Board/Board receives appropriate advice and information on all relevant matters and hence enable it to fulfil its governance responsibilities.

B. Principal Tasks

1. Working with the Executive Board/Board
 - Ensure appropriate presentation and reporting to the Executive Board/Board on the progress of the NF and on all matters relevant to the discharge of its responsibilities.
 - As agreed with the President, develop policy proposals for Executive Board/Board discussion and decision.
 - Support the President in ensuring the continued engagement/ involvement of all members of the Executive Board/Board.
 - As appropriate, monitor and advise on the composition of the Executive Board/Board, its committees and the process of self-assessment and development.
 - Ensure an annual calendar of meetings of the Executive Board/Board and its principal sub-committees is in place.
2. Leading and Managing the Organisation
 - Ensure that a long term strategy is in place which can guide the NF in achieving its objectives.
 - Enable the NF to articulate its corporate philosophy and value base; ensure that these are consistently applied across the organisation.
 - Be responsible to the Executive Board/Board for the overall financial health of the NF; ensure that expenditure is controlled in line with budgets as approved by the Executive Board/Board.
 - Ensure that the NF discharges its constitutional and legal obligations.
 - Provide leadership to the management team, keep under review and appraise the work of staff reporting directly to the Secretary General.
 - Ensure that the organisation has the resources to operate as effectively as possible.
 - Establish and maintain an HR system which ensures leadership and maximises the potential of staff and is in keeping with the mission and values of the NF.
 - Ensure the organisation is presented in an appropriate manner to its stakeholders.
3. Promoting the NF
 - Maintain effective networks with all principal supporters and stakeholders.
 - Seek opportunities to expand and promote the role of the NF.