

1. Overview

The EVF Board consists of 6 members:

- President
- Secretary / Treasurer
- Competitions Supervisor
- Data Manager
- Medical Representative
- Communications Manager

All Board members should be capable of undertaking the general work load including policy making and development of processes, membership etc. and be familiar with the use of email, word processing and spreadsheets.

Members are proposed and elected to the Board at the Annual Congress in accordance with the EVF [Constitution](#).

The Board shall have the power to co-opt others as required to join a working group, led by a Board member, for the purposes of carrying out projects of value to EVF.

The responsibilities and characteristics of each Board Member are listed in the following sections.

2. President

Is responsible for the following:

- The general leadership of the EVF Board
- Ensuring that the Board complies with the EVF [Constitution](#)
- The chairing of EVF meetings
- Liaison with other fencing bodies
- Representing the Board at EVF events and European Veterans Fencing in the wider context

The post holder should:

- have a good knowledge of European Veterans Fencing
- have good decision making skills
- have a vision for the development of EVF
- be experienced in the chairing of meetings

3. Secretary / Treasurer

Is responsible for the following:

- The maintenance of names and contact details of EVF country representatives
- Assisting the President in all duties as required
- Taking charge of all administration duties of the Board
- Management of general correspondence with country representatives ensuring that all enquiries are dealt with by the appropriate Board member efficiently
- To take and circulate minutes of EVF meetings

- The management of EVF funds and bank account

The post holder should:

- have good word processing and spreadsheet skills
- have good interpersonal skills

4. **Competitions Supervisor**

Is responsible for the following:

- Ensuring that all EVF Competitions are run to the highest possible standard
- Advising potential competition organisers of EVF expectations
- Reviewing suitability of organising committees and venues for EVF competitions
- Validate the membership of the DT
- Monitoring Competitions and preparing reports
- Making recommendations for improvements in the EVF documents [Rules](#) and [Handbook of Regulations](#)

The post holder should:

- be experienced in the management of fencing competitions at international level
- have good planning skills

5. **Data Manager**

Is responsible for the following:

- Maintenance of the EVF database of fencers and results
- Making recommendations for improvements in the [Ranking system](#) rules
- Making recommendations for improvements in the [Seeding system](#) rules
- Providing Ranking tables following EVF events
- Providing Seeding tables for EVF events
- Maintenance of the EVF Website
-

The post holder should:

- be proficient in the use and development of databases (not just spreadsheets)
- understand and ensure Privacy Law and standards
- provide data for presentation at meetings where needed
- be familiar with fencing competition software
- be proficient in maintenance and development of websites

6. **Medical Representative**

Is responsible for the following:

- Maintenance of the medical sections of the EVF document [Handbook of Regulations](#)
- Review of the medical specification in advance of an EVF event

- Stating that an event cannot take place if the medical specification is not met
- Ensuring that the standards of medical cover are available during an EVF event

The post holder should:

- be a qualified medical practitioner
- be conversant with sports injuries and their treatment
- Have experience in emergency medicine and traumatology

7. Communications Manager

Is responsible for the following:

- Administrating and moderating the EVF Forum
- Liaison with Members
- Managing EVF presence on social media
-

The post holder should:

- be proficient in the maintenance of discussion boards
- have good written and verbal communication and presentation skills
- have good interpersonal and networking skills

[End of Document]