

INTERNATIONAL OPTIMIST DINGHY ASSOCIATION

Job Description

Job Title:

Secretary General

Responsible To:

IODA Executive Committee

Reporting To:

IODA President and Executive Committee

Date:

September 2015

Purpose:

The *Secretary General* is responsible to the Executive Committee for all operational aspects regarding the organisation and implementation of all IODA Activities. The core activities are described in Item 12 of the IODA Articles of Association.

Strategic Context:

The object of the class is to provide racing for young people at low cost. The Optimist class is the largest class of sailing dinghy in the world and is the leading class in world sailing for young people. It provides a route for young sailors to achieve their immediate goals and opens the door to their development and interest in the wider sailing community. IODA is managed by an Executive Committee which has members from across the globe. The Association wants the Class to grow so more young people can become involved in the exciting world of sailing. This will require the development of a growth strategy supported by annual business plans. Presently the IODA Championships are attended annually by approximately 1000 sailors from over 80 nations. Many of these young sailors will go on to achieve success in Olympic and other sailing Classes. IODA is determined to continue to provide the best Championships for junior sailors worldwide and remain as the leading junior sailing class.

Dimensions:

- The *Secretary General* is primarily an office based role and can be based anywhere in the world at the discretion of the Executive Committee. However, there is a need to attend meetings outside of the office, such as the AGM and also the IODA World Championships. The *Secretary General* must be willing and able to attend these events as required by the Executive Committee. Travel expenses etc will be provided by IODA.
- The *Secretary General* will carry out most duties remotely using the IODA website, e-mail and by telephone. www.optiworld.org
- The *Secretary General* will be contracted by IODA to undertake the work and as a self-employed contractor will be responsible for providing the services necessary to undertake the role.
- The *Secretary General* is responsible for the performance of the Regatta Secretary and any other employees or contractors of IODA.

Relationships:

- The *Secretary General* works with the Executive Committee (President, Vice Presidents Asia, Africa and Oceania, the Americas and Europe, Regatta Chairman, Technical Chairman), Regatta Committee, Technical Committee and the Regatta Secretary.
- The *Secretary General* will be IODA's focal point of contact with, members, National Optimist Dinghy Associations, boat builders, sail makers, ISAF and other relevant organisations.
- The *Secretary General* is the first contact point for the media, responding to enquiries and will prepare press releases for approval by the executive as required.
- The *Secretary General* will represent IODA in working with external contractors such as accountants, auditors etc. ensuring the Executive Committee receives appropriate reports.

Overall Responsibilities:

The *Secretary General* will provide leadership to IODA on behalf of the Executive Committee. He/she will be responsible for the Governance of the organisation, complying with all legal requirements and ensuring the highest standards of probity with regard to the treatment of all IODA members and participants and in all dealings with the ISAF, manufacturers of boats, sails and other equipment and other relevant organisations as well as in all financial matters.

The *Secretary General* will be assisted by the Regatta Secretary, who will work directly with the Chairman and Members of the Regatta Committee. The Regatta Secretary will also undertake other duties particularly with regard to the dissemination of Class information including Technical aspects when appropriate as directed by the *Secretary General*.

Accountabilities:

1. Planning

- Following discussion and direction from the Executive Committee and Treasurer, the *Secretary General* will propose a five-year strategic plan to be approved and updated annually.
- The *Secretary General* in conjunction with the Executive Committee and Treasurer will develop a business plan for the following financial year. This plan will reflect the Strategic Plan objectives but will provide detail on activities, how these are to be funded, operational objectives for the *Secretary General* and staff and the key performance indicators.

2. Reporting

- The *Secretary General* will have regular communication with the President and members of the Executive Committee and members of the Regatta and Technical Committees.
- The *Secretary General*, in conjunction with the Treasurer, will prepare an annual report for submission to the Executive Committee. This report will outline the activities of the Association during the previous financial year and will include a Governance statement assuring the Executive Committee and member organizations that there are no concerns on the management of finances and the safety of young people.
- The annual report will also include the Auditors statement and the Financial accounts as prepared by the IODA external accountants.
- Prepare reports, information and recommendations to the Executive Committee as requested.

3. Finance

- The *Secretary General* is responsible for all financial affairs of the Class on behalf of the Executive.
- The *Secretary General* has financial responsibility for all accounts.
- The *Secretary General* is responsible for all the banking expenses and event accounts.
- The *Secretary General* is responsible for keeping IODA accounts to the standard required by the Auditor.
- Responsible for all invoicing of subscriptions, goods and dispatching them.
- As part of the Business Planning process the *Secretary General* will agree income projections, including sponsorship targets with the Executive Committee and Treasurer.
- The Business plan will include the budgetary projections for activities for the next financial year.
- The *Secretary General* must ensure that up to date equipment logs are maintained,

including expected depreciation dates.

4. Administration

- The *Secretary General* is responsible for all secretarial duties pertaining to the Executive Committee.
- The *Secretary General* is to act as Secretary to the AGM, preparing minutes, documents etc.
- Act as Secretary and provide general administrative support to the Executive Committee including arrangements for meetings and travel to events.
- The *Secretary General* will maintain an organized filing structure, which, in the event of their not being available, can be used by the Executive Committee to ensure that the business of IODA can continue.

5. Information

- As a key source of information, the *Secretary General* will ensure that the IODA website design is refreshed regularly and is kept up to date. He/she will update relevant sections and also regularly review other sections to ensure that they are up to date.
- The *Secretary General* will control access to the website on behalf of the Executive Committee.
- The *Secretary General*, with the Regatta Secretary, will manage social media accounts to ensure members and interested people are kept up to date with IODA news.
- Act as the first point of call for correspondence and information about the Class.
- The *Secretary General* with the Regatta Secretary, when appropriate, will produce Press Releases and will also respond to media enquiries as necessary.
- The *Secretary General* will maintain all the publication and other public information about IODA including up to date official publications of IODA, Class Rules, Administration Handbook and Year Book.

IODA Secretary General : Person Specification

Attributes	Essential	Desirable	Source of Evidence
Knowledge	<p>Business Administration within a small to medium organisation</p> <p>IT Literate- MS Office (Word, Excel, Outlook)</p> <p>Ability and willingness to learn the IODA database and website systems.</p> <p>Excellent understanding and proven use of accounting packages.</p> <p>Current and comprehensive understanding of competitive sailing and young people</p>	<p>Understanding of the Optimist Class or equivalent</p> <p>Understanding of Quickbooks, Dropbox</p> <p>Preparation of accounts for Auditor</p> <p>Use of a website editing package, picture editing software and Quark or InDesign would be useful</p>	Application Test
Skills	<p>Good interpersonal and ability to communicate and work effectively with a wide range of people.</p> <p>Good English written communication skills, accurate spelling and grammar.</p> <p>Ability to prioritise workload and manage time effectively and meet deadlines.</p> <p>Good organisational skills and attention to detail.</p> <p>Numeracy and proven accountancy skills</p> <p>Budgeting</p> <p>Project management</p>	Other languages	<p>Application</p> <p>Interview</p> <p>References</p>

Experience	<p>Experience of leading an organisation .</p> <p>Experience of monitoring and controlling budgets</p> <p>Experience of organising conferences and/or events.</p> <p>Experience with producing documentation.</p> <p>Experience of working with volunteers.</p>	<p>At least five years' organisational experience.</p> <p>Experience of working within an international framework</p> <p>Relevant Experience in the marine or sports sector</p> <p>Experience of Marketing and Securing Sponsorship</p>	Application Interview
Qualifications	<p>Educated to Degree level or equivalent.</p> <p>Clean Driving licence</p>		Application
Values and qualities	<p>Ability and willingness to travel worldwide</p> <p>Self starter – able to work on own initiative</p> <p>Ability to work both as part of a team</p> <p>Commitment to getting the job done.</p> <p>Flexible and adaptable.</p> <p>Proven understanding of diversity and equalities issues</p>		Interview References

September 2015