



FIM AFRICA COUNCIL

ROLES, RESPONSIBILITIES, TERMS OF REFERENCE AND OPERATING PRINCIPLES

INTRODUCTION

- ♦ FIM AFRICA is a body of the FIM and the duration of FIM AFRICA shall be as determined by the Statutes and By- Laws of the FIM
- ♦ FIM AFRICA has the right to exercise the rights delegated to it by the FIM as long as it is recognised by the FIM
- ♦ FIM AFRICA may co-operate with the other FIM CONUs and in particular may, subject to prior approval of the FIM Board of Directors, combine Continental Championships
- ♦ FIM AFRICA will conform to all FIM regulations at all times
- ♦ FIM AFRICA is a judicial entity and possesses legal competency in the field of its activities
- ♦ FIM AFRICA shall allow no political, religious, racial, gender or any other form of discrimination at any time
- ♦ The Authority and Obligations of FIM AFRICA are set out in Arts. 4.1 to 4.4 of the FIM AFRICA Statutes

DUTIES AND ROLES

The duties and roles of FIM AFRICA are laid down in the documents developed and prescribed from time to time by the FIM Board of Directors and include, in particular, to:

- ♦ Act as the “local” representative of the FIM, and to be accountable to the FIM whilst furthering the goals of the FIM across the continent;
- ♦ Forge co-operation among the FMNs on the African Continent;
- ♦ Encourage and open up new perspectives for motorcycle sports, responsible environmental conduct, equality/equal opportunity, tourism, touring, road safety and mobility at continental level;
- ♦ Promote motorcycling among all people; young and old, male and female; both as a sport and as the practice of motorcycling in general;
- ♦ Build capacity, and contribute to the economic development of its members at continental level;
- ♦ Encourage the creation of new FMNs as future members of the FIM (and as such, as automatic members of FIM AFRICA);
- ♦ Conduct at least one Continental Championship in at least one discipline in each year, subject to the prior approval of the FIM;
- ♦ Co-operate with the FIM in all matters relating to the organisation of international events and motorcycling in Africa in general;
- ♦ Provide the FIM with detailed reports and information on its activities;
- ♦ Submit to the FIM any amendment to its statutes for approval by the FIM Board of Directors;
- ♦ Develop and implement an FIM AFRICA Strategic Plan which is fully aligned with the FIM Strategic Plan;
- ♦ Subject always to the FIM Statutes and By-Laws, develop FIM AFRICA branding in conjunction with the FIM Marketing Department as part of the development and implementation of a consistent FIM Marketing and Communication Plan

Public trust is the moral obligation placed on Council members to ensure that:

- ♦ The statutory mission and aims are respected
- ♦ Any assets of FIM AFRICA are maintained, preserved and further developed
- ♦ The resources of FIM AFRICA are used in a responsible manner
- ♦ FIM AFRICA’s programmes, activities and services remain in the best interest of its members and to the benefit of future generations of motorcycles
- ♦ FIM AFRICA is effectively governed and managed

LEGAL RESPONSIBILITIES

Fiduciary: Every Council member has a legal commitment towards FIM AFRICA. This legal commitment requires Council members to act honestly, in good faith and in the best interests of FIM AFRICA (and the FIM). Council members have an obligation of loyalty and duty to uphold the integrity of FIM AFRICA.

Skill and Diligence Required: A Council member must exercise the degree of skill and diligence and good judgement that can reasonably be expected from someone of his/ her knowledge and expertise.

Duty of Care: A Council member has a duty to be informed about the state of business and affairs of FIM AFRICA. This responsibility includes ensuring that FIM AFRICA is properly managed and any assets are cared for and protected.

Personal Interests Must Not Conflict: A Council member must not let personal interests or the interests of a third party conflict with those of FIM AFRICA. Any Council member who has a conflict of interest, and/or loyalty either financial, personal or otherwise in any proposal that is put before a meeting of Council members, must declare that conflict of interest, and/or loyalty and must leave the meeting and not seek to influence debate on the proposal, nor vote on the proposal.

Must Retain Confidentiality: Council members are not permitted, either during or after their term of office, to share or use information deemed as confidential by FIM AFRICA.

Conduct Must Not Be Self-Serving: Council members must not allow their position on Council to serve personal ends.

MORAL RESPONSIBILITIES

Moral responsibilities are not as clearly defined as Legal Responsibilities. As a minimum:

- ♦ A Council member has a moral responsibility to want to serve FIM AFRICA and to see it develop and grow.
- ♦ Council members must at all times remain neutral, bearing in mind that they represent **all** FIM AFRICA Federations/countries, and not the FMN/country who nominated him/her to the position.
- ♦ Council members should wholeheartedly believe in the importance and value of FIM AFRICA (and the FIM).
- ♦ A Council member should be able to endorse the vision, values and mission of FIM AFRICA without reservation.
- ♦ Council members must be committed to motorcycling and dedicate the time, energy and expertise needed to ensure a positive future for FIM AFRICA.

OPERATING PRINCIPLES

- ♦ Council members work as a unified team and agree to support and promote each other and the decisions of Council. Council has “one voice” when communicating to its stakeholders
- ♦ The General Assembly is the supreme authority of FIM AFRICA and Council members take direction from, and are individually accountable to the General Assembly
- ♦ Official and public statements on behalf of FIM AFRICA are made exclusively by the President
- ♦ All Council members will be accessible by e-mail and respond to requests for input and decision within agreed time frames.

RESPONSIBILITY OF COUNCIL MEMBERS

Council will implement the following tasks of effective governance:

- ♦ Ensure adherence to the FIM AFRICA Statutes, By Laws, Fees and Allowance Schedule and that all legal obligations are fulfilled
- ♦ “Speak with one voice” to ensure Council members communicate the same message with respect to decisions taken - no dissenting points of view expressed outside formal Council discussions
- ♦ Approve strategic objectives and key performance indicators
- ♦ Approve budget and monthly financial statements
- ♦ Monitor performance against the Strategic Plan and budget
- ♦ Develop, implement and evaluate governance policies and processes and implement assessment and control systems to ensure compliance to these policies and processes
- ♦ Establish Council Committees when needed and approve Terms of Reference for such Committees
- ♦ Ratify Terms of Reference and appointments to Commissions
- ♦ Communicate to FMNs, stakeholders and the public in a transparent and effective way; ensuring that information is made available upon request
- ♦ Ensure effective orientation of new Council members to enable them to understand their role and that they are informed of all Council policies
- ♦ Transparent management programmes in place (and constantly monitored)
- ♦ Become involved in sporting matters only when required or requested to do so
- ♦ Ensure that officials and FIM AFRICA delegates conduct themselves in most professional manner at events
- ♦ Carry out functions as contained in FIM AFRICA’s Statutes and By Laws
- ♦ Ensure volunteers are recruited/trained with specific skills necessary to carry out the responsibilities with highest level of professionalism

SPECIFIC RESPONSIBILITIES

- 1) Implement strategies that will recognise FIM AFRICA as a Continental Union responsible for the promotion and expansion of motorcycling (sport, leisure and transportation) throughout the continent
- 2) Ensure FIM is kept fully informed regarding all aspects of FIM AFRICA
- 3) Decide strategy, administrative and financial procedure, marketing and promotion of FIM AFRICA and motorcycling
- 4) Ensure a systematic review of governance policies – all policies reviewed a minimum of once every two years
- 5) Ensure that FIM AFRICA is beyond reproach insofar as accountability, transparency, due diligence, efficient use of funds and management are concerned
- 6) Adapt to stakeholder and public expectations in areas such as inclusion, equal treatment and fairness, transparency, environment, medical and safety and decisions that affect them
- 7) Regular consultation with all stakeholders and assessment of events, expectations of stakeholders and external parties (through online surveys)
- 8) Annual training workshops and seminars for FMNs and officials (administrative, technology, marketing, sport, environment, etc.)
- 9) Assist FMNs to improve their current organisational infra-structure for hosting of events and to promote themselves
- 10) Develop strategies to encourage as many FMNs in Africa as possible to become affiliated to the FIM
- 11) Respect for and understanding of others, their cultures, religion, financial positions
- 12) Safeguard revenue resources by implementing contingency plans to combat possible revenue loss due to climate change
- 13) Broaden awareness of motorcycles through exposure at exhibitions, motorcycle shows, etc.
- 14) Take cognizance of fact that consumer landscape will change and expand in next decade due to economic growth in emerging markets
- 15) Promote more international and continental events that allow governments to host these events
- 16) Monitor the science and public opinion related to alternative fuels, offset credit, etc.
- 17) Clearly demonstrate responsibility, accountability, publicise value for money, social responsibility, brand exposure
- 18) Initiate and implement programmes and activities that will directly contribute to achievement of corporate priorities and ultimately increase corporate revenue
- 19) Work with Commissions to ensure that sponsors present an image that will be viewed favourably by the public and other sponsors
- 20) Investigate possibility of finding a clothing sponsor for officials
- 21) Promote FIM AFRICA's commitment towards environmental sustainability
- 22) Compile a "Commercial Rights Fees Schedule" for FIM AFRICA Championships, Challenges, etc.
- 23) Provide necessary training to FMNs regarding preparation of sponsorship proposals, how to deal with sponsors and how to submit detailed Reports to sponsors after events,
- 24) Ensure local governments are made aware of all motorcycle activities in their countries to create sustainable social upliftment, economic development and environmental protection
- 25) Ensure, in conjunction with the relevant Commissions, that all volunteers within FIM AFRICA receive an appropriate orientation to FIM AFRICA's Statutes, By Laws, rules and regulations, strategic framework, governance policies, structure and Terms of Reference (related to their involvement)
- 26) Promote volunteers by making it prestigious to be involved
- 27) Ensure that volunteers are thanked for their efforts in ways which are seen by others
- 28) Understand what volunteers realistically expect (follow up with online surveys)
- 29) Work with Commissions to ensure that volunteers are easily recognizable by competitors and other officials
- 30) Ensure participation of the youth, women, disabled and disadvantaged in order to address a marked decrease of motorsport volunteers
- 31) Initiate programmes to encourage spectators to become more directly involved in motorcycling (i.e. as officials and even riders – targeting younger generation and women in particular)
- 32) Be aware of decisions made by political and economic alliances that may in any way impact on motorcycling within the continent
- 33) Consider legislation, policies and procedures associated with political unrest when ratifying calendar dates
- 34) Actively promote the motorcycle as every day means of transport
- 35) Investigate potential to learn/borrow from some of the big FMNs outside Africa
- 36) Work as a centre of exchange of knowledge in order to assist all FMNs equally to develop
- 37) Support the Brighton Declaration and ensure that women are represented on all Commission structures
- 38) Encourage and introduce disciplines that are less costly (such as trials) and require fewer officials in all countries
- 39) Ensure FIM AFRICA becomes and remains 'technologically available' (via Skype, Facebook, Twitter)
- 40) Optimal use of current technologies to improve administrative systems, increase communication, reduce travel time and costs, etc.
- 41) Encourage FMNs to initiate their own websites (and being linked to that of FIM AFRICA)

COMPOSITION

The Council shall consist of the President and the Vice Presidents, having been elected by the General Assembly and representing all regions in Africa, i.e.

- ♦ The President
- ♦ Vice President : Treasurer
- ♦ Vice President : Sporting Commission – Northern Region
- ♦ Vice President : Sporting Commission – Central/Southern Regions
- ♦ Vice President : Medical & Safety Commission
- ♦ Vice President : Environment Commission
- ♦ Vice President : Women in Motorcycling Commission
- ♦ Vice President : Leisure, Touring and Road Safety Commission

COMMITMENT OF COUNCIL MEMBERS

- ♦ **Work by consensus**
- ♦ Assume responsibility and accountability for specific tasks and deliver within the agreed time frames
- ♦ Communicate concerns and doubts about Council decisions and/or the process within Council and “**speak with one voice**” once the Council’s recommendations have been agreed upon
- ♦ Treat discussions within Council as works in progress, recognising that recommendations may be altered in order to enhance co-ordination and harmonisation of different disciplines within FIM AFRICA
- ♦ Be accessible by e-mail and by other electronic means such as Skype, Conference Call or other means that may be determined by Council from time to time
- ♦ Respond to requests or input within a minimum of 72 hours to maximum 7 days, depending upon the situation and agree that where circumstances prevent participation, that everyone will respect and support the consensus of the rest of Council
- ♦ All members agree that they will not – either during or after their term of office – disclose to any third party, or use information deemed to be confidential by FIM AFRICA

REPORTS TO

The FIM
The General Assembly

WORKS WITH

The FIM AFRICA Secretary General
All FIM AFRICA Commissions
Affiliated FMNs

MEETINGS

The Council will meet as necessary to achieve the targets outlined in its approved **Work Plan**. This will include at least two Council meetings per annum and at other times via telephone, Skype or electronic means. The principle method of communication and decision-making between meetings shall be by e-mail. The time and location of unplanned essential meetings will be determined by the President in consultation with the Vice Presidents.

RECORD OF MEETINGS AND ACTIVITY

The Secretary General is responsible for ensuring that a record of all meetings and actions of the Council are maintained and that these are distributed to all Council members once approved by the President. A copy of all Minutes shall be kept on file by the Secretary General.

TERM OF OFFICE

As per Art. 14.2 of the FIM AFRICA Statutes.

ROLES / KEY RESPONSIBILITIES OF INDIVIDUAL COUNCIL MEMBERS

PRESIDENT

Roles

- ♦ The President must emulate, represent and promote the vision, mission, values and objectives of FIM AFRICA
- ♦ Chairs meetings of the General Assembly and Council
- ♦ Manages the activities of Council, including ensuring that Council is organised properly, functions effectively and meets its obligations and responsibilities
- ♦ Ensures that decisions of the General Assembly and Council are implemented and that the FIM AFRICA Statutes and By-Laws are respected
- ♦ Facilitates effective communications and relations with FMNs, volunteers, stakeholders and when applicable, the general public
- ♦ Collaborates with Council members to create a strong leadership team that ensures the FIM AFRICA strategic objectives are achieved and in accordance with the Statutes and organisational values
- ♦ Acts as senior spokesperson for FIM AFRICA
- ♦ All other applicable roles as listed under "Duties and Roles" earlier in this document

Key Responsibilities

- 1) The President has overall responsibility for the general management of FIM AFRICA
- 2) S/he must ensure that the functioning of FIM AFRICA conforms to the spirit of its foundation, the Statutes and By Laws, and other documents and requirements of the FIM.
- 3) Ensure that decisions of the General Assembly – as well as those of the FIM – are implemented
- 4) In urgent cases and after consultation with the Vice Presidents, s/he may take any decision that s/he deems necessary in order to safeguard the interests of FIM AFRICA (Any such decision and/or action must immediately be submitted to Council for formal approval)
- 5) Ensure that proposals made by Commissions are forwarded to the General Assembly once such proposals have been reviewed by other Council members where applicable
- 6) Recommend proposed changes to bank accounts to other Council members when it becomes evident that a change is required, and work with the Secretary General for such change to be effected
- 7) Compile the Agenda and all other relevant documents for Council meetings and the General Assembly, and liaise with the Secretary General for the distribution of these documents to members
- 8) Ensures that all Agenda issues are addressed, acted upon and implemented
- 9) Maintain close liaison and communication with all Council members and Chairmen of Commission Working Groups
- 10) Ensure that Council receives timely updates on all issues important to the achievement of FIM AFRICA's vision and mission and/or situations that may put FIM AFRICA at risk
- 11) Ensure that information requested by Council members or Commissions is provided and meet their needs
- 12) Build consensus and develop teamwork with the Council
- 13) Ensure that all Council members adhere to FIM AFRICA's values, and the operating principles and guidelines outlined in this document
- 14) Ensure that the FIM AFRICA Environmental Scan is updated at least once per annum
- 15) Lead Council's evaluation of its own performance
- 16) With the approval of the majority of Council members, allow an individual to present his/her case and present his/her views to Council
- 17) All relevant responsibilities listed for Council in this document

Communication and Relations with the FIM, Stakeholders and the General Public

- ♦ Act as interface between the FIM and FIM AFRICA
- ♦ Act as the principal spokesperson for Council
- ♦ Act as liaison between Council, FMNs and senior volunteers

VICE PRESIDENTS : SPORTING COMMISSION

Roles

- ♦ Together with the President and the Secretary General, the Vice Presidents : Sport, are responsible for the administration and management of FIM AFRICA as defined in the Statutes
- ♦ Each Vice President may be designated by Council to carry out a specific task
- ♦ One of the Vice Presidents : Sport shall replace the President in the case of the absence or momentary impediment of the latter
- ♦ Provide the interpretation of a rule that concerns a matter within their sphere of responsibilities
- ♦ All other roles applicable to Council members as set out earlier in this document

Key Responsibilities

- 1) Carry out functions as contained in the FIM AFRICA's Statutes and By Laws
- 2) Ensure compliance by the Commission of related FIM AFRICA Action Plan Objectives as set out in the Terms of Reference of the Commission's Motocross and Enduro/Cross Country Working Groups
- 3) Maintain regular communication with the Motocross and Enduro/Cross Country Working Group Chairmen to ensure that the Working Groups carry out all the functions and responsibilities listed in their Terms of Reference as set out under the headings below:
 - ◆ Related FIM AFRICA Action Plan Objectives
 - ◆ Specific Responsibilities
 - ◆ Commitment of Members
 - ◆ Authority and Decision Making
- 4) Remain informed of all aspects of the work of Council and the various Commissions
- 5) View and monitor the posting on the website of FIM AFRICA event calendar, regulations, results, and championship logs, pre- and post-event releases, photos, etc. to ensure that the relevant information is posted timeously, and liaise with the Working Group Chairman concerned where necessary
- 6) Be in regular communication with the President in order to remain informed of current aspects of the President's work
- 7) Be available to be briefed by the President upon the requirement to assume the role of Acting President
- 8) Where required, make the necessary arrangement to assume, as soon as possible, the full roles and responsibilities of the President as identified in the Statute, By Laws and the President's Key Responsibilities outlined above
- 9) Be familiar with all relevant responsibilities of the President as listed
- 10) All relevant responsibilities listed for Council members in this document
- 11) Submit annual Reports to the President by the deadline provided to enable him/her to arrange for the distribution of such Reports to FMNs and delegates prior to the General Assembly

VICE PRESIDENT : TREASURER

Role

- ◆ If neither the President nor the two Vice Presidents in charge of Sport are present, the Treasurer shall be in charge
- ◆ Act as the "internal auditor" of FIM AFRICA
- ◆ Be familiar with all relevant responsibilities of the President as listed
- ◆ Each Vice President may be designated by Council to carry out a specific task
- ◆ All other roles applicable to Council members as set out earlier in this document

Key Responsibilities

- 1) Carry out functions as contained in the FIM AFRICA's Statutes and By Laws
- 2) Together with the President, be responsible to the General Assembly and under the supervision of Council, for the management of the funds of FIM AFRICA and their utilisation
- 3) Prepare the annual budget according to the instructions laid down by Council, the budgetary standards and the requirements of the FIM regarding the utilisation of any subsidies and/or grants received from the FIM
- 4) At the end of the financial year, ensure that the accounts and the balance sheet for the year are approved by Council before being submitted to the appointed auditors for auditing, and to the General Assembly for noting at the next General Assembly
- 5) Sign jointly with the President all documents which contain a financial engagement or obligation for FIM AFRICA. (If the Treasurer is not available, s/he shall be represented by the Secretary General).
- 6) Instruct the person responsible for the preparation of FIM AFRICA's financials to process and send the relevant invoices to FMNs for Event Permits, competitors' and officials licences, etc.
- 7) Check monthly financials as well as all Debtors statements immediately on receipt each month, and query any item of possible concern reflected in the financials, with the President and/or the Secretary General immediately
- 8) Send written requests for account payments to FMNs whose accounts are not current, at the end of each month, copying the President and the Secretary General
- 9) Ensure that FIM AFRICA is beyond reproach insofar as accountability, transparency, due diligence, efficient use of funds and management are concerned
- 10) Follow up with FMNs and the Secretary General to ensure that Event Reports are submitted by FMNs immediately following an event
- 11) Remain informed of all aspects of the work of Council and the various Commissions
- 12) All relevant responsibilities listed for Council members in this document

VICE PRESIDENT : ENVIRONMENT COMMISSION

Role

- ♦ Each Vice President may be designated by Council to carry out a specific task
- ♦ Be familiar with all relevant responsibilities of the President as listed
- ♦ All other roles applicable to Council members as set out earlier in this document

Key Responsibilities

- 1) Carry out functions as contained in the FIM AFRICA's Statutes and By Laws
- 2) Ensure compliance by the Commission of related FIM AFRICA Action Plan Objectives as set out in the Terms of Reference of the Environment Commission
- 3) Maintain regular communication with the Working Group Chairman and ensure that Commission members carry out all the functions and responsibilities listed in the Commission's Terms of Reference as set out under the headings below:
 - ♦ Related FIM AFRICA Action Plan Objectives
 - ♦ Specific Responsibilities
 - ♦ Commitment of Members
 - ♦ Authority and Decision Making
- 4) Be in regular communication with the President in order to remain informed of current aspects of the President's work
- 5) Ensure that all FMNs have environmental projects/strategies in place and that these are implemented
- 6) View and monitor the timeous posting on the website of environmental article and/or projects in all countries and liaise with the Working Group Chairman where necessary
- 7) Remain informed of all aspects of the work of Council and the various Commissions
- 8) Submit an annual Report to the President by the deadline provided to enable him/her to arrange for the distribution of such Report to FMNs and delegates timeously prior to the General Assembly

VICE PRESIDENT : LEISURE, TOURING & ROAD SAFETY COMMISSION

Role

- ♦ Be familiar with all relevant responsibilities of the President as listed
- ♦ Each Vice President may be designated by Council to carry out a specific task
- ♦ All other roles applicable to Council members as set out earlier in this document

Key Responsibilities

- 1) Carry out functions as contained in the FIM AFRICA's Statutes and By Laws
- 2) Ensure compliance by the Commission of related FIM AFRICA Action Plan Objectives as set out in the Terms of Reference of the Leisure, Touring and Road Safety Commission
- 3) Ensure that the Commission carries out all the functions and responsibilities listed in the Terms of Reference of the Commission as set out under the headings below:
 - ♦ Related FIM AFRICA Action Plan Objectives
 - ♦ Specific Responsibilities
 - ♦ Commitment of Members
 - ♦ Authority and Decision Making
- 4) Be in regular communication with the President in order to remain informed of current aspects of the President's work
- 5) Remain informed of all aspects of the work of Council and the various Commissions
- 6) View and monitor the timeous posting on the website of leisure, touring and road safety articles and/or projects in all countries, and liaise with the Working Group Chairman where necessary
- 7) Submit an annual Report to the President by the deadline provided to enable him/her to arrange for the distribution of such Report to FMNs and delegates timeously prior to the General Assembly.

VICE PRESIDENT : MEDICAL COMMISSION

Role

- ♦ Be familiar with all relevant responsibilities of the President as listed
- ♦ Each Vice President may be designated by Council to carry out a specific task
- ♦ All other roles applicable to Council members as set out earlier in this document

Key Responsibilities

- 1) Carry out functions as contained in the FIM AFRICA's Statutes and By Laws
- 2) Ensure compliance by the Commission of related FIM AFRICA Action Plan Objectives as set out in the Terms of Reference of the Medical Commission under the headings below:
 - ♦ Related FIM AFRICA Action Plan Objectives
 - ♦ Specific Responsibilities
 - ♦ Commitment of Members
 - ♦ Authority and Decision Making
- 3) Be in regular communication with the President in order to remain informed of current aspects of the President's work
- 4) Remain informed of all aspects of the work of Council and the various Commissions
- 5) Update the "Injury List" on a regular basis and liaise with the webmaster for the posting of the list on the website immediately after an event
- 6) Submit an annual Report to the President by the deadline provided to enable him/her to arrange for the distribution of such Report to FMNs and delegates timeously prior to the General Assembly.

VICE PRESIDENT : WOMEN IN MOTORCYCLING

Role

- ♦ Be familiar with all relevant responsibilities of the President as listed
- ♦ Each Vice President may be designated by Council to carry out a specific task
- ♦ All other roles applicable to Council members as set out earlier in this document

Key Responsibilities

- 1) Carry out functions as contained in the FIM AFRICA's Statutes and By Laws
- 2) Ensure compliance by the Commission of related FIM AFRICA Action Plan Objectives as set out in the Terms of Reference under the headings below:
 - ♦ Related FIM AFRICA Action Plan Objectives
 - ♦ Specific Responsibilities
 - ♦ Commitment of Members
 - ♦ Authority and Decision Making
- 3) Be in regular communication with the President in order to remain informed of current aspects of the President's work
- 4) Remain informed of all aspects of the work of Council and the various Commissions
- 5) View and monitor the timeous posting on the website of articles relating to women in motorcycling in all countries, and liaise with the webmaster for the posting of such articles
- 6) Submit an annual Report to the President by the deadline provided to enable her/him to arrange for the distribution of such Report to FMNs and delegates timeously for the General Assembly.

SECRETARY GENERAL

Role

- ♦ The Secretary General is a member of Council without a voting right
- ♦ Be familiar with all relevant responsibilities of the President as listed
- ♦ All other roles applicable to Council members as set out earlier in this document
- ♦ To enable the Secretary General to carry out her/his functions in an efficient manner, it is compulsory for her/him to receive copies of all correspondence from, to and between the different bodies and members of FIM AFRICA

Key Responsibilities

- 1) Carry out functions as contained in the FIM AFRICA's Statutes and By Laws
- 2) Ensure the Sporting Calendar is received by VP Sporting for publication by November of each
- 3) Accountable in the first instance to the President and through him/her to Council for necessary measures to implement the decisions taken by all bodies of FIM AFRICA
- 4) Be in regular communication with the President in order to remain informed of current aspects of the President's work
- 5) Remain informed of all aspects of the work of Council and the various Commissions
- 6) Ensure the publication of the decisions of all FIM AFRICA bodies received from the President, and the distribution of the Minutes of all meetings within the deadlines set out in the FIM AFRICA Statutes
- 7) Achieve co-ordination between the Secretary Generals of FIM AFRICA members
- 8) Working with the President and the Vice President : Treasurer insofar as payments (either via eft or bank transfer) and monthly bank statements are concerned

- 9) Issuing of all FIM AFRICA Event Permits; Officials' and assist with Competitor Licence queries.
- 10) Updating the FIM AFRICA Officials Licence list on the website and issuing officials licence and submit instruction to accountant to invoice relevant FMN concerned.
- 11) Manage the webmaster and check the website and any other Media or PR related correspondence etc.
- 12) All logistical and administrative issues relating to Council meeting and General Assembly venues; hiring of relevant equipment, interpreters and accommodation requirements. Direct liaison with SG or President if another FMN is hosting the GA.
- 13) Obtain quotations for clothing, banners and flags and other stock items; the ordering of such items and maintaining a Stock Register of these items
- 14) Set up and liaise with the auditors
- 15) Provide copies of all financial documents to the President monthly
- 16) All other operational/administrative activities and day-to-day matters of FIM AFRICA