

Our North America class Executive Secretary organization, One Design Management (ODM), have regretfully decided to pass the torch and retire from managing the Class. We are seeking an interested individual(s) to take on the class management role.

Sherri Campbell and Jerelyn Biehl of ODM have professionally and admirably served our class since 2004 and it has been my honor to have worked with them in our overall objective of managing and growing the class in Canada and the USA. Our quarterly magazine, The Laser Sailor, is second to none and I'm sure all NA class members look forward to reading each issue when it arrives in the mail. Thank you very much for your great contributions, Sherri and Jerelyn!

We are seeking an interested individual(s) to take on the class management role. Serious applicants should send an expression of interest no later than February 15, 2020 to: ilcana.laser@gmail.com

. Please include resume(s) relevant to the job description, including administrative management experience and dinghy racing background.

Potential candidates will receive additional details including the job description and information on remuneration.

The North American Class Executive Committee will be responsible for the selection process.

Thank you,
Andy Roy
Chairman, NA Laser Class

Job Description:

ILCA North American Region Executive Secretary job description

The **Executive Secretary** shall, as an independent contractor, furnish to the **Association** such management services as may, from time to time, be requested. Such services shall include, without limitation, the following:

- 1) Financial / Documentation:
 - a) Responsibility for the fiscal operations of the **Association** with the expectation of a resulting surplus of funds over expenses;
 - b) Provide to the Executive Committee an initial proposed budget and assist Executive Committee in finalizing the budget;
 - c) Provide day-to-day accounting and bookkeeping services and provide reports of operation as against budget on a monthly, year-to-date and annual basis;
 - d) Maintain documentation in accordance with the Bylaws of the Class **Association**;
- 2) Communications:
 - a) Update social media accounts, including but not limited to Facebook, Instagram, Twitter;

- b) Edit, publish and distribute a quarterly newsletter to the membership;
 - c) Provide periodic emails to inform membership of upcoming events, breaking news, etc.;
 - d) On a regular basis, manage, update and maintain the Association website;
 - e) Manage, update and maintain list of Association District Chairmen/Secretaries and Fleet Captains;
- 3) Membership:
- a) Manage and update the membership database and related proprietary information;
 - b) Provide membership reports on a monthly, year-to-date and annual basis;
- 4) Regattas / Grand Prix
- a) Oversee and schedule all of the Association's major regattas, attempting to schedule 3 years ahead;
 - b) Attend or appoint, subject to the approval of the Association, an ILCA-NA liaison to the Association's major regattas;
 - c) Work with hosts to ensure that Association's major regattas adhere to the standards set forth in the Association's Regatta Guidelines;

d) Publish and maintain Association Regatta Guidelines and provide other resources to assist Regatta hosts;

e) Collect, and archive on Association website, all Grand Prix regatta results;

f) Provide scoring and publish the Grand Prix results in the newsletter, the Association's website and through other media and distribute annual awards;

5) Other:

a) Organize and attend Association conference calls;

b) Organize and attend Association annual meeting;

c) Communicate with Association's District Secretaries on a regular basis reporting on Association status and upcoming events;

d) Other responsibilities as may be agreed upon with the Association's Executive Committee;