



INTERNATIONALE VEREINIGUNG DER BERGFÜHRERVERBÄNDE
INTERNATIONAL FEDERATION OF MOUNTAIN GUIDES ASSOCIATIONS
UNION INTERNATIONALE DES ASSOCIATIONS DE GUIDES DE MONTAGNE
UNION INTERNACIONAL DE ASOCIACIONES DE GUIAS DE MONTAÑA

Secretary IFMGA - Job Description

Telephone, mail and email inquiries

- Respond to inquiries from the general public
- Respond to inquiries from Member Associations
- Respond to inquiries from official bodies and media
- where necessary referring the inquiry to the relevant Board member or Member Association

Management Committee (Board)

- Attend Board meetings, approx. 5 per year, whether physical or video
- Take and circulate the Minutes of Board meetings
- Provide objective viewpoints for Board discussions

General Meetings

- Attend the General Assembly in November and any other General Meeting which might be called
- Take and circulate the Minutes of General Meetings
- General support of those organising these meetings
- Send out invitations and information to the Members Associations
- Write the Secretary's Report

General Organisation

- Keep the address list of Member Associations including their President, TC Directors, Secretary etc
- Update IFMGA Documents following resolutions passed at a Board or General Meeting
- Organise the storing of documents, both digital and physical
- Sale of badges: dispatching and invoicing
- Organise any necessary translations

Communication and Marketing

- Keep the homepage/website up to date
- Manage website security
- Inform Member Associations of resolutions made by a General Assembly or Board Meeting

Finances and Book-keeping

- Keep the accounts of the IFMGA
- Keep the accounts of the Development Fund
- Collect the annual Membership Fees
- Pay expense claims
- Every three months update the Budget and Financial Statement

Mountain Guide Card

- Monthly organisation and distribution of new cards
- Organisation and distribution of the annual stamps

Additional tasks

- Coordination of marketing, sponsors and logo protection
- Other tasks may be agreed on and budgeted, and are recompensed accordingly

Remuneration

Payment: CHF 60,000 per annum (includes 7.7% VAT)

Office rent, IT and office supplies: CHF 700 per month (CHF 8,400 per annum)

Travelling expenses: claimed and paid separately

August 2020