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## President's JOB of the ETF

As proposed by Marco Fischer (G) and decided by the ETF-GM 2014 in Longarone (I) I try to give a short overview to the jobs and to the time-need the ETF-President has to expect. These are my personal assessments and base on my experiences in the ETF-work but also on my other association-and federation-engagements.

Please let me remember by this occasion, that ETF needs a person to be the President, who is experienced in association-/federation-work, who likes to work together with persons/members of different European cultures and who is able to communicate in “practicable” English. He or she doesn't need to be a “Master”-taxidermist, but he/she must have vital relationship to taxidermy.

These assessments only cover the minimum of effort that ETF can be kept alive and can be run ... to be prepared if in the future a registered European Taxidermy-Federation really is needed (remember the statements of Raffael Centenera (SP) to this point). Of course every future President is free to do more ... much more, if he/she is motivated to do that – there are enough ideas and wishes in the background which makes sense.

At this point of ETF we have three important things to handle:

1. to have a minimum of infrastructure to be able to act, and a well updated contact-list as well.
2. to have run a living and up-to-date-homepage and
3. to have the ETC®, which is the “flagship” of ETF in the past ... and in the future ... and which is the main practicable possibility for European Taxidermists to meet, to exchange und to stay in contact.

So for the moment ETF is looking for a person/future ETF-President who is prepared to go a pragmatic way – he can involve the whole board as much as possible!

**– Beside that we need much more solicitousness and support by the member-countries, but this doesn't depends of the person of the President – he/she can only try to come and stay in contact with the members.**

Let me give some additional important information about the situation of ETC® and the ETF-Competition Group (ETF-CG):

- It is very important, that the work of CG is not burdened additional by a not really well working ETF-Board!
- This point is rather important, because the ETF-CG has the staying mandate of the ETF-board and GM to guarantee the out-coming and the periodical realisation of an European Championship (ETC®).
  - To do that, the CG must have the freedom to work largely autonomous ... with the support of the ETF-board and President. The rights and duties of the CG as well as the relation between President / ETF board and the CG is defined in a regulation, which will be presented to the GM 2015 for acceptance.

- There is a simple and direct contact to the CG over the CG-Chairman (actual Matthias Fahrni (CH)), who is a member of the board.

But now let me come to the concrete facts:

### The jobs to do:

- All board-work is done by e-mail-communication only, exceptional phone calls (no extra travelling or meetings). – There is only one “physical” meeting of the board – at the same place and time as the annual ETF-GM. This is the needed possibility to stay in a personal contact.
- The President is responsible for the coordination of the work of the board members. That means he/she must stay in periodical contact with the board-members to be sure, that all is working correct and in time.
- Especially the scheduling of the annual ETF-GM must be done carefully – and the invitations for the ETF-GM must be sending out in time – according with the statutes.
  - For special jobs there is an accessor in the board (at the moment this is Daniel Salzer (G)), who can care about such tasks.
- To stay in a living contact with the board-members it is a good instrument to inform the whole board currently about all interesting and important things going on and especially about decision which had been taken. (this goes with Cc-copies and is not more work but helps to involve the whole board.
  - I made the experience that a short call back to the board before decision-taking give a good solidarity within the board – and guaranties democracy.
  - If needed also GM-decisions can be taken by a voting by writing during the year. Such decisions must be taken into the minutes of the next GM!
- To stay in contact with the ETF-community it is a good instrument to send out 4 – 6 newsletters per year to the members (also to post them on the homepage) to stay in mind of the members (Member-country-boards and Individual members as well).
- Next und **very important point is that the President is/must be the official contact person for questions out of the ETF-community** (Members but also of external persons). Such questions come via the e-mail-address: [president@eurotaxidermy.eu](mailto:president@eurotaxidermy.eu) . Such e-mails should be answered at least once a week. If the matter is very complex, or if a discussion within the board or even in the GM is necessary, the enquirer gets a confirmation of his mail with the information that the answer needs some time.
- Also a very important – but also very helpful task is to hold the homepage actual. This work is operatively done by the webmaster (at the moment this is done by Helen Fahrni (CH)) – the President is in contact with the webmaster and decides, what should be posted on the homepage ... and in which menu (public or for members only?). He is supported and advised in this task by the webmaster.

## The needed time:

- 90% of the work can be done from the computer-desk at home!
- There is only the annual board-meeting/ETF-GM where a trip is necessary. (it is good if this meeting can be hold over 2 or 3 days because it is very helpful, if the board-colleagues have enough time to cultivate the personal relationship – and if the board has the possibility to have at least 1 – better 2 preparation-meetings before the ETF-GM (with a night and a social evening between ...). During a ETC® this is no problem ... in a year between the meetings are perhaps shorter ... and smaller.
- For the contact to the board, the CG-Chairman and the Webmaster there are phases which are more busy (for example the scheduling the ETF-GM – ore the organising of a ETC®) and times which are calm;
  - In the last one or two month before the GM there is twice a week a need of 1 hour works at/with the mailbox.
- For the administration and regular contact to the members there is also the scheduling-time before the GM most intense – also the periodical Newsletters can be included here;
  - The Invitation- and information letters for the members must be written – also the reports of what was going on during the year. Because I am not really used in writing English ... and because I think carefully written newsletters are important and helpful for the meeting ... to write such a document takes me 1 ore two hours. (that means the 5 newsletters a year and about 5 other document for the GM takes about 15 to 20 hours absolute)
- An other time-consuming point is answering and perhaps working on requests out of the ETF-community (or of externals);
  - To do this in a sense making way ... and in a way, that the inquirers don't have the impression that ETF is dead or asleep the president has to answer at least once a week (ideal at the end of the week, that the inquirer finds the answer Monday) the new ETF-mails. Often there is nothing – sometimes there grows a longer mail-exchange with a person. So 1 hour mail work for this task per week is a realistic average.
  - It is also possible to delegate the work on this job with the accessor or with the secretary, if some of these persons have more time ... but the first mail-box should be the President's ...!

## So if I make an addition:

- **There are about 40 to 60 periodical – mailbox-hours per year for the internal and external contact needed.**
- **For writing Newsletters and Documents 15 to 20 hours are necessary.**
- **And there is one 2 or 3 day-trip to the annual-meeting somewhere in Europe**

*And there is the benefit of a nice and charming colleagues-community ...*

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Christoph Meier (CH) – interim ETF-President