

	Work tasks				
	Secretary General	Information officer	Competition Manager	Office Assistant	Competition Assistant
Equality function	Administration				
Administration	Mail and e-mail, telephone	Mail and e-mail, telephone	Mail and e-mail, telephone, copying, management of email addresses	Mail and e-mail, telephone, copying, administration of the office@floorball.org	Mail and e-mail, telephone
Anti-doping	WADA, Anti Doping Regulation, Results Management	Testing pool, Adams, Code Compliance, Mission orders, Result Management, Anti-Doping Information, Testing, Anti Doping statistics AD Guidelines, RTP1 Education,	-		TUE Administration, Adams, RTP 1 Athletes education & whereabouts, RTP 2 whereabouts, AD Guidelines & internet
Appeal Committee	Preparation, reporting and following-up decisions		-	Letters and contacts to parties, Publish the news	-
CB Administration	Preparing agenda, follow-up decisions, minutes	Attending meetings, preparing issues, CB decision information	Attending meetings, preparing issues,	Arranging meetings, documents, flights, sending out the agenda, publish the CB minutes	
Communication & Press	Political communication	Press contacts & Press releases	-	-	-
Contact to member federations	Political work and development, education	Education, information and development	Competition related work	Statistical data input, contact information, management of the office@floorball	Competition related work
Material (ex. Development) board	Letters and contacts to parties, New Material info	New material news (Oct/Nov)	Attending meetings, minutes	-	-
Development function	Letters and contacts to parties, practical matters, Education material preparation, preparation for seminars	Ad part update for each seminar	-	Letters and contacts to parties, practical matters, updating materials, documents, flights,	-
Member Development	Application issues, new contats	Support	-	Shipping materials, equipment, co-ordinating development, support letters, new contacts	-
Disciplinary Committee	Preparation, reporting and following-up decisions		-	Letters and contacts to parties, Publishing decisions	-
EFC Competition	Agreements with organizers, Marketing & TV related questions, Political questions, Inspections, news, VIP & Ticketing	Contact to the organizer in anti-doping, information and web news & pictures update, Press relations, team presentations	Invitations, inspections, jury, technical meetings, participation, contact to the organizer, reporting, news, team-list responsibility, preparation of the daily reports	Sponsor material logistics, Advertisemnts, team-list update	Registration to the Events, Communication to teams, Administration of the teams, team-list update, Statistical result service (web), IFF Calendar & Events up-date, event web-page, Accreditation for the Event,
ExCo	Administration, Preparing the meetings, Reporting	-	-	Arranging meetings, documents, flights,	
Finance	Budgeting, Financial follow-up, forecasts and reports to CB	Budgeting	Book-keeping, payments, invoicing, reporting, budgeting, contact to bank and auditors	Sales reporting, e-office administration, send invoices to Kratz, follow-up transfer finances	
GA/Presidential Meeting	Invitations, agenda, presentation, meeting preparation	Press release	Minutes	- Preparing materials, meeting venue, participation information, registration of participants.	-
Information	Information to International Sports Fed, ExCo	Information function, News letters, Press releases, CB decisions, GAISF/SportAccord newsletter and web news, New media update	Information to committee, information to participating federations, check Swe	Web-update, Information to committee, news, check SUI	Updaqte competition issues, news, New media update
International co-operation	Contacts to IOC, GAISF, IWGA, FISU, ISF, EMSA; communication to these federations, Sport Hub		Competition related work	Sports Hub	-
Marketing	Sponsor management and building sponsorship packages and organizing sponsor sales, contact to Infront	Marketing materials,	-	-	-
Material function	Contact to SP and ITC, manufacturers, Administration and sanctions		SP Administration, material system, reports, Administration and sanctions	-	
Medical Committee	-	Preparing meetings, reporting, contacts, AD regulations	-	-	AD regulation
RACC	-	-	Preparing proposals, administration of RACC, reports, follow-up decisions, regulations and Game Rules	Arranging flights,	Arranging meetings, documents,
RC	-	-	-	Administration referee and observer nominations, committee work, follow-up, arraigning meetings and travel, referee outfits, web-update	-
Statues	Re-work and up date, CAS	WADA, Anti-Doping	Re-work and update	-	-
Transfers	-	-	Telephone	Administration, telephone & email contacts, web up-date	-
TV and Media	Contacts with TV, contact with organisers, Contact to EBU/EuroSport	Contact to media	-		Team line-ups
WEB-site	-	Web-site administration, re-fresh/new site	IFF CB, Commitees and finances	Web-update, member information, links, club tournaments, referee & observers	Update competitions, statistics & records, Picture Bank
WFC Competition	Agreements with organizers, Marketing & TV related questions, Political questions, Inspections, news	Contact to the organizer in anti-doping, information and web news & pictures update, Press relations, team presentations	Invitations, inspections, jury, technical meetings, participation, contact to the organizer, reporting, news, team-list responsibility, preparation of the daily reports	Sponsor material logistics, Advertisemnts, team-list update, VIP & tickets	Registration to the Events, Communication to teams, Administration of the teams, team-list update, Statistical result service (web), IFF Calendar & Events up-date, event web-page, Accreditation for the Event,
Other competitions	Contact to organisers	Information & Press, Anti-Doping	Consulting organiser	Referee co-ordination	-
International Matches	-	News		Referee requests	IFF Calendar & web up-date, International follow-up & statistics, Statistic match program, news
Disabled Sports	-	Co-ordination	Competition issues		
IFF Materials	-	General materials, Media Guide	-	Referee Education	Competition handbook
Athletes commission	-		Administration		
Other events, ispo	Contact to manufacturers, players, cloths, flooring	Contact to ispo/SOG workman, media		Village program and volunteers, DUB, hotels and travels	