

Report on the Office

Presented by DP

1. INTRODUCTION

- 1.1 The IFATCA International Headquarters is located in Montreal, Canada.
The address of the IFATCA Office is:

360 St. Jacques, Suite 2002,
Montreal, Quebec, Canada
H2Y 1P5

The office itself is located in “the Royal Bank Tower”. The beautiful 22-storey tower was built in 1928 and was then the tallest building in the entire British Empire.

We invite all IFATCA members who visit Montreal to contact the office manager Tatiana lavorskaia to make plans to visit the office.

- 1.2 Tatiana is IFATCA’s only employee and she has been working for us since 2001.

2. TERMS OF REFERENCE OF THE OFFICE MANAGER

- 1.2.1. To participate on the Executive Board as a non-voting ex officio member.
- 1.2.2. Conduct the routine administration of the Federation, and the management of the IFATCA Office, under the direction of the President and Chief Executive Officer and the Deputy President.
- 1.2.3. To inform the Executive Board, Standing Committees, Liaison Officers and Member Associations of current matters of interest.
- 1.2.4. To distribute to those listed in para 1.2.2 reports of conferences attended, documents and reports of interest.
- 1.2.5. To inform the Executive Board and, in particular, the President and Chief Executive Officer, of matters requiring decisions.
- 1.2.6. To edit and distribute to the Executive Board, Standing Committees, Liaison Officers, Member Associations, Associate Professional Members and Industry Partners:
- a) Special newsletters, as required by the Administrative Manual, or when the Executive Board decides that the urgency of the matter justifies the expense and the time involved. In addition to those listed above, Special Newsletters

should also be distributed to non-member associations, ATC contacts and interested organisations.

b) Conference report.

- 1.2.7 In addition to the above, the Office Manager is also an essential part of the Annual Conference. These responsibilities include preparing the agenda; distributing all documents for Conference; manage the Conference Secretariat, including supervision of the production and distribution of all relevant documentation and other like material; preparing and distributing the conference report and many more things.

3. CONCLUSION

3.1 It falls on the Deputy President to present the report on the office. However, Tatiana has carried out all her duties with excellence without my assistance. Stockholm is far away from Montreal and this year I sadly have not been able to physically visit the office.

3.2 The office manager is essential to the Federation, and I would like to with all my heart thank Tatiana for her good work during the year.

4. RECOMMENDATIONS

4.1. That this report is accepted as information.

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