

CNWB – Executive Secretary

Job Description

The purpose of this role is to aid the CNWB Executive team to communicate effectively with parents, coaches and players in the CNWB Zone and to properly record and keep track of meeting minutes, logs, notices, bylaws and all other important documents as requested by CNWB Executive Team.

Duties

- Send CNWB Executive Team reminders about meetings, evaluations, deadlines, etc
- Create agenda for each CNWB Executive Team meeting
- Take notes during CNWB Executive meeting
- Send emails to parents, coaches and/or players as directed by the CNWB Executive Team
- Attend and assist with evaluations, clinics, coaches' meetings and other basketball events as needed
- Assist President with ongoing assignments
- Update webpage as directed by CNWB Executive Team
- Main contact between CNWB Executive Team and Parents, Coaches and Players
- Reports to CNWB President