



**BEAUMONT MINOR
FOOTBALL ASSOCIATION**

EXECUTIVE MEMBER JOB DESCRIPTION – SECRETARY

The Beaumont Minor Football Association (BMFA), is the governing body for all minor football in the city of Beaumont, and the catchment area as defined the by Capital District Minor Football Association.

A member of the Beaumont Minor Football Association (“Association”) is defined as:

- a. A parent with a child registered with the Association;
- b. A person who has legal guardianship of a player registered with the Association;
- c. A coaching member;
- d. Anyone over the age of 18 and a is resident of Alberta and interested in furthering the objectives of the society upon approval of the board executive.

All Executive members must be members of the association.

The executive shall consist of: The President, the Vice President, the immediate Past President, Treasurer, Secretary, Registrar, and Directors (one for each level: Novice, Atom, Peewee, Bantam; Equipment Director and Coaching Director). The executive may also consist of up to two (2) Executive Members-At-large, if desired by the general membership or executive.

The **Secretary** is a 2-year position with elections held on even years.

Role Responsibilities

- Attend Monthly Board meetings
- Be a voting member of the Executive
- Prepare and keep the minutes of the executive. Annual General, and special meetings of the Association and will distribute the minutes of all meetings as directed by the President and executive.
- Conduct correspondence on behalf of the Association as directed.
- Be responsible for all books, reports, and filing of the Association, that is maintain all association registration up to date (Registries and for Society Status)

- Administer and post on the BMFA Facebook Social Media platform and other social media platforms
- Liaise with program directors as to games/events and communicate on social media
- Other related duties as required or assigned

Notes

The Executive positions shall be filled by way of election at the Annual General Meeting. The Equipment Manager will be appointed by the executive (reviewed annually). Any position not filled at the Annual General Meeting shall be voted on at a subsequent executive meeting.

If an Executive member, for whatever reason, decides that he/she cannot fulfill the duties of his/her position, he/she can communicate resignation through verbal intent, email, written letter, sign language or text message. Resignation is “at will” and any form of documentable resignation should it be written or verbal with witnesses, shall be accepted.

If it is alleged that an executive member is not adequately fulfilling his/her position, the situation should be discussed and reviewed by the executive. After this review, the executive (by majority vote) can remove a person from an executive position.

If an executive member has had their Association membership suspended or revoked from his/her position, he/she is also deemed to have been removed from his/her executive position. If an executive position is vacated between Annual General Meetings, the executive can elect another member of the Association to complete the term.

For more information about the association and this position, please visit our website www.beaumontfootball.ca