



## Secretary

[secretary@chathamringette.com](mailto:secretary@chathamringette.com)

### Overview:

The focus is to ensure that Board members have access to all proper up to date documentation that can be handed out to the coaches, members, and anyone else requesting it. The secretary records all key decisions, meeting minutes and board member votes.

### Role and Responsibilities:

- Record the minutes of all meetings (including AGM), save to Google Drive and distribute to the Board Members.
- Ensure all discussions, motions or and resolutions are recorded and correctly represent the direction of the Board
- Compile the Annual Report for the AGM with the assistance of the President
- Ensure that the AGM report is available electronically for all CRA members
- Ensure someone is delegated to check our physical mailbox
- In conjunction with the President, schedule monthly Board meetings
- Attend all CRA Board Meetings and provide reports as appropriate
- Any other tasks that may be assigned by the Board

CHATHAM RINGETTE ASSOCIATION



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