



## Cochrane Minor Hockey (CMHA).

<b>Title:</b>	CMHA Secretary	<b>Category:</b>	Executive Committee
<b>Organization:</b>	Cochrane Minor Hockey	<b>Req #:</b>	CMHA 06
<b>Location:</b>	COCHRANE, ALBERTA	<b>Reports To:</b>	President CMHA
Nominations Accepted By:			
<a href="mailto:administrator@cochraneminorhockey.com">administrator@cochraneminorhockey.com</a>		MAIL: PO Box 1033 Cochrane, Alberta T4C 1B1 (403) 932-9341	
Job Description			
<b>Position Summary:</b> The Secretary shall be responsible for maintenance and safekeeping of all files, records. Without limiting the generality of the foregoing the Secretary shall:			
<b>Specific Responsibilities would include, but not be limited to:</b>			
<ul style="list-style-type: none"><li>☛ Ensure the maintenance of accurate records, prepare and circulate minutes of the Executive Committee &amp; General meetings.</li><li>☛ At the request of the President, advise the members of the Executive Committee of the date, place and time of meetings.</li><li>☛ Prepare meeting agendas.</li><li>☛ Safeguard the files of the association.</li><li>☛ As required, amend and / or update the association bylaws, operating policies, and rules and regulations documents.</li><li>☛ Upon request and when required present the minutes for all Executive Committee and General Meetings.</li><li>☛ Perform such other duties as the President may direct.</li></ul>			
<b>Qualifications would include, but not be limited to:</b>			
<ul style="list-style-type: none"><li>☛ CMHA Member in good standing.</li></ul>			