



SECRETARY

Review date: April 2021

Reviewed by: Shelly Javorsky

Position Summary:

- The Secretary shall be responsible for maintenance and safekeeping of all files, records. Without limiting the generality of the foregoing the Secretary shall:

Specific Responsibilities would include, but not be limited to:

Attendance at all Board meetings

- Cochrane Minor Hockey Executive Board meeting are 2nd Tuesday of each Month, schedule of Board meeting will be sent out for the year to all directors
- Ensure the maintenance of accurate records, prepare and circulate minutes of the Executive Committee & General meetings.
- At the request of the President, advise the members of the Executive Committee of the date, place and time of meetings.
- Prepare meeting agendas.
- Safeguard the files of the association.
- As required, amend and / or update the association bylaws, operating policies, and rules and regulations documents.
- Upon request and when required present the minutes for all Executive Committee and General Meetings.
- Perform such other duties as the President may direct.

Qualifications would include, but not be limited to:

- CMHA Member in good standing.

KEYDATES & YEARLY OUTLINE OF DUTIES

- Each month sends out an agenda for the Board meeting along with minutes from the previous month.
- April - Book multipurpose room for AGM.
- May - Take minutes at AGM, and prepare sign in sheets, and ballots if required. Once the new Board is elected for the upcoming hockey season, send out Code of Conflict and Conflict of Interest Policies to each board member for signing.