



Job Description – Secretary (Voting Position)

Area of Responsibility: Ensure the proper maintenance and upkeep of all CPGHA documentation

Duties:

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive and committee meetings
- Issue notice of all meetings and book venues as required on a monthly basis
- Maintain and keep official copies of the minutes of all meetings and ensure that copies of these minutes are circulated to the members of the executive by the next scheduled meeting
- Maintain a complete up-to-date list of all the Association’s Executive members, their addresses and telephone numbers, and any other necessary information
- Have custody of all documents pertaining to the affairs of the CPGHA with the exception of documents pertaining to team registration and risk & safety
- Keep accurate account of all proposed amendments to the Constitution and By-Laws for their presentation at the next AGM and update the Constitution, By-Laws and Regulations immediately following any meetings where changes have been made to said documentation
- Assist the President with the agenda for all meetings
- Maintain the electronic filing system of all CPGHA Executive records
- Schedule photo day for all association teams
- Provide letterhead or special letters to members as required
- Schedule meeting dates and locations. Notify Executive members of meetings by email
- Ensure all copies of policies, forms etc. are up to date, backed up and protected
- Carry out other duties as assigned by Executive Committee or the President

Time Commitment:

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	5-8 hours per week
Transcribe Minutes	2-3 hours per month
Book venues as required	1-2 hours per month
Emails	1-2 hours per month