



## **Director of Board Operations (formerly Secretary) Role & Responsibilities**

The Director of Board Operations is responsible for ensuring the smooth and efficient functioning of the board. This role includes maintaining records, preparing meeting agendas, and acting as a liaison between the board and other stakeholders facilitating communication, collaboration, and representation of interests to ensure everyone is aligned and informed. The Director of Board Operations reports to the President (the Chair). This position has a term of 2 years and carries the requirement of being a voting member on the CRRA Board, with an expectation to attend all board meetings.

### **Key Responsibilities:**

#### **Meeting Management**

- Taking and distributing accurate minutes from executive and general meetings.
- Preparing meeting agendas.
- Ensuring that action items from meetings are followed up on.
- Managing the scheduling and booking of all meeting spaces.

#### **Communication**

- Handling correspondence, including emails, letters, and other communications on behalf of the association.
- Maintaining a list of contact information for members, coaches, and other stakeholders.

#### **Record Keeping**

- Maintaining accurate records of association activities, meeting minutes, and financial records.
- Ensuring that all relevant documents are easily accessible.

#### **Administrative Support**

- Assisting with the preparation of reports and presentations.
- Supporting other executive board members with administrative tasks as needed.

#### **OTHER**

- Organizing the Annual General Meeting (AGM) in conjunction with the Chair, including arranging for meeting space and filing the annual