# Secretary

The board secretary is an executive member of the board of directors of the Association and is appointed in a manner consistent with the bylaws. The main 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. He/she is accountable to the Board and, like other members of the board, has no authority to direct staff or act on matters outside the duties outlined in their position description.

Primary Duties:

* The creation and timely distribution of the agenda for Board meetings and Association membership meetings (e.g. annual general meeting).
* The accurate recording and distribution of minutes of Board of Directors meetings.
  + The minutes should reflect that the format and level of detail that the Board has determined appropriate.
* Maintenance of a full contact list of board members including board member appointment, dates, term of appointments and board member.
* If the Secretary is unable to attend a meeting where minutes or notes are to be taken, it is the secretary’s responsibility to finds an alternate.
* The updating, maintaining and safe storage of the Association’s Minute Book and other documents.
* Compile the annual report for the AGM, with the assistance of the President.
* Ensure copies of the AGM report are available for all in attendance.