



## CALGARY HORNETS LACROSSE ASSOCIATION JOB DESCRIPTIONS

### Position:

Secretary

### Authority and Responsibility:

The Board of Directors is the legal authority for the Calgary Hornets Lacrosse Association ("Calgary Hornets"). As a member of the Board, the Secretary acts in a position of trust for the community and is responsible for the effective governance of the Calgary Hornets.

### Requirements:

- \* Commitment to the work of the Calgary Hornets
- \* Willingness to serve on Committees
- \* Attends and chairs monthly board meetings
- \* Attends the Annual General Meeting of the Calgary Hornets or any other special meeting as required to conduct Club business
- \* Support any Calgary Hornet special events

### Term:

The Secretary is elected by the Calgary Hornets membership at the Annual General Meeting. The Secretary serves for a term of two (2) years (unless otherwise adjusted by the Board from time to time) and maybe released at the end of the elected term, by resigning, or according to the Calgary Hornets By-laws.

### General Duties:

The Secretary is fully informed on organizational matters, and participates in the Calgary Hornets Board's deliberations and decisions in matters of policy, finance, programming, personnel and advocacy.

### The Secretary Must:

- \* Approve where appropriate, policy and other recommendations received from the Calgary Hornets Boards, its standing committees and Executive
- \* Monitor all Calgary Hornets Policies
- \* Review Calgary Hornets By-laws and policy manuals, and recommend By-laws changes to the membership when applicable
- \* Review Calgary Hornets Board structure, approve changes and prepare necessary By-law amendments
- \* Participate in the development of the Calgary Hornets organizational plan and annual reviews
- \* Approve the hiring and release of any paid position on the Calgary Hornets Board and any pay increase or decrease for paid positions
  - \* Assist in developing and maintaining positive relationships among the Calgary Hornets Board, committees, coaches, managers, membership and the community to enhance the Calgary Hornets Club's mission.

**Specific Duties:**

- \* Attends all Board meetings as well as the Hornets Planning Meeting, Executive Meeting, Annual General Meeting (November) and any other meetings the Board may have
- \* Records Minutes of all meetings and distributes to the Board within 7 days after said meeting(s)
- \* Maintain the Minute Book, if not being done by the Executive Director
- \* Ensures all necessary documents are filed with Corporate Registry, if not being done by the Executive Director
- \* Carries out other duties as assigned by the Executive
- \* Has cheque signing authority
- \* Executive Member

**Evaluation:**

The Secretary's performance is evaluated annually based on the performance of assigned Board requirements and duties.