



JOB DESCRIPTION

ADMINISTRATOR/SECRETARY

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| Job Title: | Administrator/Secretary | Revised Date: | May 11, 2019 |
| MHA: | Kerry Park Minor Hockey Association | Term: | Renewed at the beginning of each year |

Description

This volunteer position provides secretarial, website and other administrative assistance to KPMHA. The position is not part of the Board of Directors and is non-voting. The position is reviewed by the Board of Directors at the beginning of each year and filled if deemed necessary. This position is eligible for honorariums.

Volunteer Activities

Secretarial

- Schedules and organizes required meeting space.
- With at least one-week notice calls for Director reports and agenda items and consolidates them in an agenda and distributes to the Board of Director's at least 36 hours before the monthly Board of Director's meeting.
- Records all minutes including motions and actions of any Board of Directors, General or Special meetings.
- Distributes the minutes of the last Board of Director meetings at least five (5) days prior to upcoming meeting.
- Distributes, records and collects all email votes made by the Board of Directors.
- Administers the Association's filing and documentation systems (e.g. Google Drive).
- Maintains original copies of all Association documentation in accordance with the Society Act of BC.
- Maintains the Constitution and By-Laws documents as well as the Policy and Procedures document, as required, by member and/or the Board of Directors and ensures most recent revisions are available on the website.
- Maintains general association documents including, but not limited to;
 - Director agreements;
 - Parent and player contracts;
 - Coach evaluation forms;
 - Social media policy; and,
 - Media release forms.
- Sends pertinent VIAHA and BC Hockey bulletins and/or information and disseminates to the applicable Director.
- Renews the Association's post office box annually and checks mail on a weekly basis.
- Assists with preparing for the AGM:
 - Coordinates with the Registrar all email addresses of current registrants to ensure AGM notification is provided as per the Constitution & By-Laws as per the Society Act of BC and ensures all documentation required has been providing electronically to membership 14 days prior to the meeting including;
 - annual financial reports;
 - proposed budget;
 - annual report of Board of Directors;
 - AGM agenda;
 - draft minutes from previous AGM for approval;
 - Director's nomination form and what positions are available;
 - Any Constitution and or bylaw changes for special resolution; and,

- Any other information/documentation which is necessary.
- Creates and provides a sign-in sheet for eligible voters (working with Registrar).
- Creates and provides voting tickets for the election of Directors and any By-Law changes.
- Records minutes.
- Assists with preparing and files the Annual Societies Report and change of Directors (max 30 days after AGM).
- Assists with preparing and files the Annual BC Hockey application.
- Ensures prior notification of registration is posted on the website and on social media.
- Reports to the Treasurer/Finance Director any outstanding issues or concerns regarding registration fees and billings.
- Attends Director Meetings and prepares monthly Registrar reports for the Director Meetings.

Administration

- Works closely with the President regarding significant administrative issues.
- Books, coordinates and communicates with Managers and the Board of Directors the annual team photo night/nights. Picks up team photos and distributes them to each team.
- Organizes team photo replacement in display case at KP Arena.
- Working with the Treasurer/Finance Director assists with the application and filings for the Provincial Gaming Grant as per requirements.
- Works within the Sponsorship budgeted expense to assist the Sponsorship Director in arranging arena sponsorship boards.
- Maintains insurance requirements of the Association;
 - Cowichan Valley Regional District and Shawnigan Lake School requires a copy of the BC Hockey liability insurance policy before the start of the season.
 - Any other facility that has an ice contract/booking with KPMHA will require a copy as well.
- Attends annual Manager's meeting and Treasurer's team meeting to assist in support and updates.
- Attend annual Coach's meeting to record attendance and provide administrative support.
- Maintains Gaming licenses and Gaming reports for each team.
- Works with Ice Scheduler and provides a monthly allotment of development to the Board of Directors as per the requirements.

Website

- Works closely with the President regarding significant administrative issues.
- Acts as the Association's webmaster and maintains website including but not limited to:
 - Posts important news items and events.
 - Updates contact information (Managers and Directors).
 - Posts all approved minutes and all associated materials to these minutes.
 - Posts meeting dates.
 - Updates all pages as required and remove out dated information.
 - Uploads weekly ice schedules and any listed updates to schedules.
 - Creates and assigns Managers access to their team page.
 - Updates current Sponsors to the Ad Rotator and the Sponsorship page (some logos require size editing).
 - Provides improvements to the website as directed including technical changes if needed.
 - Creates Board of Director email addresses with the designated Association's domain.
 - Updates email passwords as required.
 - Posts registration link and instructions.
 - Updates Equipment tab and standards.
 - Updates all out dated forms and documents.
- Creates any website generated forms as required.

Experience

Requires a clear understanding of the Constitution and Bylaws, and Policies and Procedures documents. It is important to have a familiarity with the VIAHA handbook and knowledge of the workings of the Board of Directors.

Must be proficient in Word, Excel, converting files to and from PDF.

Strong organizational skills, administrative skills, time management skills, website experience and previous board experience skills are an asset.