

Kitchener Ringette Association Secretary

Overview:

The Secretary's main focus is to ensure that all key decisions, meeting minutes and board member votes are recorded and stored. The Secretary is also responsible for filing Board member updates with the Government of Ontario.

Role and Responsibilities:

- Record the minutes of all meetings (including AGM), save to Google Drive and distribute to the Board Members-
- Prepare agendas and distribute to Board Members for content submission one week in advance of all Board meetings
- Ensure all discussions, motions and resolutions are recorded and correctly represent the direction of the Board
- Compile the Annual Report for the AGM with the assistance of the President
- Ensure that the AGM report is available electronically for all KRA members
- Main Liaison between the Board and the Bingo key volunteer [suggest moving this to treasurer]
- Check the KRA voicemail as it is received and respond to or forward any inquiries received to the appropriate board member to address
- Respond to or forward any e-mails received to the appropriate board member to address
- Update the Government of Ontario with all Board of Director changes any time they may occur throughout the year
- Ensure someone is delegated to check our physical mailbox
- Manage Board group chat platform (eg. WhatsApp)
- In conjunction with the President, schedule monthly Board meetings
- Attend all KRA Board Meetings and provide reports as appropriate
- Any other tasks that may be assigned by the Board

No Director, Officer or committee member of the Corporation is to be liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune, whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. Complied with the Corporation's articles and By-laws; and
2. Exercised their powers and discharged their duties in accordance with the Act.