

Kitchener Ringette Association

Secretary

Overview:

The Secretary 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 are recorded. The secretary will handle the cell phone owned and fulfill all secretarial duties.

Role and Responsibilities:

- Record the minutes of all meetings (including AGM) and distribute to the Board Members, as well as file on drop box
- Prepare agendas, with the help of the President, and distribute to Board Members at least two days in advance of all Board meetings
- Ensure all motions or resolutions are recorded and correctly represent the exact direction of the Board
- 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
- Represent the Association at all Western Ontario Ringette League (WORL) and Western Region
- Main Liaison between the Board and the Bingo key volunteer
- Check the KRA cell phone daily and respond to any inquiries received
- Any other tasks that may be assigned by the president
- Keep Key contact list up to date for each season and board changes
- Manage Access to KRA shared cloud files (Currently using Drop Box)
- Distribute an email that comes into office email address

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.