

## Secretary

**Position Type:** Volunteer

**Reports to:** Board of Directors, Lacombe Minor Softball Association (LMSA)

---

### Job Description:

The Secretary of the Lacombe Minor Softball Association (LMSA) is a vital member of the Executive Team, responsible for maintaining the association's records, ensuring effective communication between board members, and managing the administrative duties of the association. The Secretary ensures that all official documentation is accurate, accessible, and compliant with relevant legal and regulatory requirements, particularly in relation to LMSA's status as a recognized society within the Government of Alberta.

---

### Key Responsibilities:

#### Meeting Management:

- Prepare and distribute agendas for board meetings, ensuring all board members have necessary information in advance.
- Attend all board meetings and take accurate minutes, recording decisions, actions, and votes.
- Distribute meeting minutes to board members promptly after each meeting and maintain an official record of all minutes.
- Ensure board meetings are conducted in accordance with LMSA's bylaws and ensure quorum is met.

#### Record Keeping:

- Maintain accurate records of all official LMSA documents, including meeting minutes, policies, bylaws, and annual reports.
- Ensure the secure storage of legal and historical documents, including past meeting minutes and financial reports.
- Oversee the updating and storage of membership lists, ensuring that the records are up-to-date.

#### Communication:

- Act as the primary point of contact for board communications, ensuring clear and consistent internal communication between board members.
- Distribute notices for board meetings, annual general meetings (AGM), and special meetings as required by LMSA bylaws.

- Handle all official correspondence on behalf of LMSA, including responding to inquiries and managing external communications with stakeholders, members, and regulatory bodies.

**Administrative Duties:**

- Assist with the preparation of reports, agendas, and other documentation required for board meetings, AGMs, and special meetings.
- Work with the President and Treasurer to ensure that the AGM, including the filing of necessary reports, is conducted in compliance with Alberta's regulations for societies.

**Support for Board and Committees:**

- Provide administrative support to the Board of Directors, including assisting with the preparation of documents, scheduling meetings, and coordinating logistics.
- Assist various committees by distributing documents, scheduling meetings, and helping ensure clear communication between committees and the Board of Directors.

**Governance & Compliance:**

- Ensure that LMSA's activities comply with the organization's bylaws and other relevant legal requirements.
- Maintain an up-to-date copy of LMSA's bylaws and policies and ensure these are accessible to board members.
- Track and manage timelines for compliance-related filings and reports, ensuring the association meets all necessary deadlines for governance and regulatory submissions.

---

**Authority:**

- The Secretary has the authority to maintain and update official documents, records, and reports on behalf of LMSA.
- Authorized to communicate and distribute official notices, agendas, and meeting minutes to board members and the broader association membership.
- Can act as a signatory for association documents as necessary, in conjunction with other executive members.

---

**Commitment:**

- The Secretary is expected to attend all board meetings, AGMs, and other necessary meetings, and ensure all required documentation and communication is managed throughout the softball season and fiscal year.

- Availability to manage correspondence, distribute meeting materials, and file necessary documentation throughout the year is essential.
- 

**Term:**

This position runs for a two-year term with the possibility of reappointment by the Board of Directors.