* Obtain Directors reports and doing up the agenda
* Distribute all relevant information for the monthly meetings to all board members
* Record all meetings and prepare minutes
* Responsible for distribution of minutes from the monthly meeting within 7 days of the meeting, by emailing to the board for review, and maintaining a hard copy in the minutes binder.
* Responsible for checking the [secretary.leduccrush@gmail.com](mailto:secretary.leduccrush@gmail.com) and return emails and inquiries in a timely manner.
* \*Responsible for the communication to all members about any communications required ie schedules, tournaments, AGM
* Attend all board meetings. Three consecutive absents without valid reason will result in dismissible actions.
* Speak positively about The Leduc Lacrosse Club.
* Not speak of sensitive matters outside of the board meeting
* Take your responsibilities seriously; we are the communication link to the families in our League. If we are not sending emails, making and returning phone calls and getting out pertinent information, our families are left feeling that as a board we are disorganized, not a reputation we want to proceed us.

By signing this document you are agreeing to fulfill these commitments for the duration of the 2026 season. In addition, please note that if the majority of the board agrees that you are not fulfilling your responsibilities you may be asked to step down.

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Signed Name Printed Name

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Date Secretary Signature