



POSITION DESCRIPTION

Position Title: Secretary

Member of: Executive Committee

Term: 2 Years (Elected at AGM in even numbered years: 2024, 2026, etc.)

Purpose / Summary: Supports the effective operation of SMHA by maintaining accurate meeting records and providing administrative support to the Executive Committee and Board of Directors.

KEY RESPONSIBILITIES

- Accurately record and distribute meeting minutes for all Executive and Board meetings.
- Collaborate with President to prepare meeting agendas.
- Maintain organized electronic records and documents related to SMHA meetings and operations.
- Assist with booking facilities for meetings and Association events.
- Participate in SMHA Executive and Board decision making.
- Act as a signing authority on SMHA bank accounts.
- Provide additional support to Executive and Board of Directors as needed.

REQUIRED TIME COMMITMENT

- Attend all monthly SMHA Executive and Board meetings.
- Complete meeting minutes and related administrative tasks throughout the season as required.

QUALIFICATIONS & COMPETENCIES

- Strong written communication and organizational skills.
- Basic computer proficiency, including email, Word and Excel.
- Reliable access to a computer and internet connection.
- Willingness to learn and support SMHA operations, policies and hockey processes.