



POSITION DESCRIPTION

Position Title:	Secretary
Accountable To:	President
Leads:	None
Term:	2 Years (Even Numbered Year Elections During AGM)
Purpose/Summary:	Accurately report on and circulate the minutes of all meetings. Assist in day to day SMHA decisions and administration. Provide support to executive, board, and directors as needed.

RESPONSIBILITIES

1. Attend all SMHA executive and board meetings.
2. Accurately record, report and circulate the minutes of all meetings.
3. Maintain electronic and paper records of all meetings
4. Send out meeting notifications to exec, board and membership.
5. Ensure appropriate facilities are booked for all SMHA meetings.
6. Support SMHA Executive and Board of Directors in decisions needing to be made day to day.
7. Act as a signing authority on all SMHA accounts.
8. Act as an alternate contact for banking.
9. Publish the appropriate notice of the Annual General Meeting.
10. Provide support to executive, board, and directors as needed.

REQUIRED TIME COMMITMENT

- Attend all regular and executive meetings, once or twice per month
- Record, compile, and circulate the minutes from all meetings, once or twice per month
- Act as a signing authority, as required
- Act as an alternate contact for banking, as required

QUALIFICATIONS & COMPETENCIES

- Strong written communication skills
- Access to computer with a Word program and internet access
- Basic computer skills (Word, excel, email)
- Organizational skills
- Work well with others
- Maintain confidentiality
- Have a willingness to learn and respect the hockey operations and processes within SMHA, our local leagues, Hockey Alberta, and Hockey Canada