



CHESTERMERE MINOR HOCKEY ASSOCIATION

SECTION 5.3

SECRETARY

General Description:

The Secretary is responsible for communications for the association and the recording of and distribution of minutes of the Board of Directors meetings. The Secretary also supports the Board of Directors on projects or assignments as required by the Board from time to time.

Responsibilities:

Meetings	<ul style="list-style-type: none"> • Member of the senior executive for CMHA. • Regularly attend and accurately record minutes of all Executive, Special, or General Meetings ensuring appropriate rules of order are followed. • Prepares agendas and ensure copies of any pertinent information are made available for other members of the Board. • Ensures proper notification has been issued for meetings. • Within seven days of the next meeting, provide minutes to the Board Members. • In case of the absence of the Secretary, the Secretary's duties shall be discharged by such officer as may be appointed by the Board. • Support the decision-making process.
Communications	<ul style="list-style-type: none"> • Responsible for all communications platforms, branding and communications to the membership for the CMHA. • Oversees the Communication Coordinator and Events Coordinator and their direct reports.
Functions	<ul style="list-style-type: none"> • Ensure CMHA is represented at all functions/events requiring Minor Hockey support.
Governance	<ul style="list-style-type: none"> • Monitor adherence by the Executive to all existing policies and procedures and bylaws and inform the Executive with respect to any inconsistencies between existing Policies and a proposed policies/bylaws. • File bylaw amendments 60 days following the passing of the resolution to the appropriate authority. • Assist in any outside audits.
Other	<ul style="list-style-type: none"> • The secretary may be asked to step in if another executive member requires help.

Voting:

The Secretary is a voting member of the Board.