



SECRETARY (DIRECTOR)

SUMMARY:

The Secretary position is an elected two-year board position (Director and Officer) under RMMHA Bylaws. Being an Officer includes being a signing authority for the Association.

KEY ROLE/RESPONSIBILITIES:

- Record and distribute the Minutes of all board meetings (including following up with Board members to obtain any missing information pertaining to said Minutes)
- Prepare Agendas for all board meetings
- Receive and distribute all correspondence received or sent by the Association
- Ensure Association records are regularly and properly kept in a proper folder for easy access when requested
- Give notice of Board meetings to Board members as required
- Distribute Minutes from Board Meetings to Board of Directors within 5 days of the meeting (if Board members have supplied necessary information within that time frame)
- Recommend policy to the Board regarding internal and external communications of the Association unless specifically noted elsewhere
- Attend any additional meetings of the members and assist with set up and clean up
- Arrange and organize Photo Day including liaising with photography company, booking locations and creating schedules
- Assist with evaluations for “A” and “C” Programs, as required (includes jersey hand outs and collections, sign in of players, etc.)
- Assist Equipment Manager with creating sign up schedules for equipment hand outs at beginning of season and hand ins at end of season
- Track team volunteer hours for the season events
- Assist Tournament Coordinators and Tournament Director with creating volunteer sign up lists for all tournaments
- Help with Tournaments as required
- Help with any fundraising activities of the Association as required
- Assist with any other functions as requested by the Board of Directors