



## **BOARD OF DIRECTORS - SECRETARY ROLE DESCRIPTION**

### **ST. ALBERT MINOR HOCKEY ASSOCIATION (SAMHA)**

The **Secretary** is responsible for ensuring the organizational records are maintained and the proper management of important records such as meeting minutes, the organization's by-law, and policies.

#### **DUTIES AND RESPONSIBILITIES**

##### **Committees**

As an Executive Officer of the Board, the Secretary is a member of the Executive Committee. This committee includes the Board President, VP of Raiders, VP of Hockey Operations, VP of Administration, and Treasurer. Together they are collectively responsible for the effective functioning of the organization. The SAMHA General Board meets a minimum of six times a year; the Executive Committee meets monthly.

The Secretary is the Chair of the Governance Committee. The Governance Committee is responsible for overseeing any changes in policy or governance of the Association.

##### **Record Keeping**

- Helping construct and manage the board meeting agenda and AGM agenda in partnership with the President
- Record minutes for the General meeting of the Board, Executive Committee meetings and the AGM; taking minutes that reflect the quality of the deliberations and accurately records the decisions made
- Work with Committee Chairs to collect Committee reports in advance of General Meetings of the Board

##### **Additional Tasks**

- Keep track of board member terms
- Aware of important filing deadlines for the organization
- Volunteers and supports various association events

##### **Qualifications**

- Familiarity with the structure, purpose, and programs of the organization
- Familiarity with the Board's culture and values
- Detail-oriented and well organized
- Familiarity with the Bylaws and Policies
- Word processing skills and familiarity with Microsoft Teams
- Agree to the responsibilities outlined in the SAMHA Board Member Agreement