**Board of Directors – Secretary Role Description**

2025 - 2026

**St. Albert Minor Hockey Association (SAMHA)**

**Overview**
The Secretary is an Executive Officer of the Board and is responsible for ensuring that the Association's official records are accurately maintained and accessible. This includes oversight of meeting minutes, bylaws, policies, and other key governance documents.

**Duties and Responsibilities**

**1. Board & Committee Involvement**

* Serves as a member of the Executive Committee, which includes the President, VP of Raiders, VP of Hockey Operations, VP of Administration, Treasurer and Executive Director.
* Participates in Executive Committee meetings and General Board meetings (minimum of six times per year).
* Chairs the Governance Committee, which is responsible for reviewing and recommending changes to Association governance, policies, and bylaws.

**2. Record Keeping & Meeting Support**

* Collaborates with the President to develop agendas for Board, Executive, and Annual General Meetings (AGM).
* Records and maintains accurate minutes of General Board meetings, Executive Committee meetings, and the AGM—ensuring minutes reflect the quality of discussion and record all decisions made.
* Works with Committee Chairs to collect reports ahead of General Board meetings when required.

**3. Administrative Oversight**

* Maintains a record of board member terms and renewal schedules.
* Monitors key filing and compliance deadlines for the Association.
* Provides volunteer support at various association events as needed.

**Qualifications**

* Familiarity with the structure, mission, and programs of SAMHA.
* Understanding of the Board’s culture, values, and governance framework.
* Detail-oriented, organized, and reliable.
* Comfortable with Microsoft Teams and word processing tools.
* Knowledge of SAMHA Bylaws and Policies.
* Commitment to the responsibilities outlined in the SAMHA Board Member Agreement.