



Role & Responsibility

Position: Secretary

Description

This role is a part of the Lorette Minor Hockey Association (LMHA) Executive and Board of Directors. The Secretary will support all Board activities and act in a professional and respectful manner always. The Secretary will document and follow-up on all tasks appointed to the Board of Directors collaborating with and supporting the President and their direction.

Qualifications

- Previous experience acting on a Board
- Exceptional documentation record keeping and organizational skills
- Respect in Sport for Activity Leaders certification

Responsibilities

- Record all LMHA internal and public minutes
- Distribute all internal and public minutes within seven (7) days of meeting for review
- Collect and present all correspondence of the LMHA
- Ensure all records are organized and kept in accordance with LMHA requirements
- Issue notices of meetings, special events, etc.
- Assist with registration
- Report scores to Eastman (EMHA) or other such leagues in which a LMHA team may play as required or appoint another Board member to do this
- Prepare the agenda prior to Board and Coaches' meetings as required
- Assist in preparation for Coach and Manager meeting including but not limited to updating Coach and Manager Guidelines document
- Retain all criminal record and vulnerable sector checks, including child abuse registry
- Provide updated LMHA Board contact information to EMHA

Original Date	November 13, 2020
Revision #	
Revision Date	
Revised by	Heather Elands