



MMHA Roles & Responsibilities

Role: Secretary

Description:

This role is a part of the Mitchell Minor Hockey Association (MMHA) 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 MMHA 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 MMHA
- Ensure all records are organized and kept in accordance with MMHA requirements
- Issue notices of meetings, special events, etc.
- Assist with registration
- 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
- Provide updated MMHA Board contact information to EMHA

Time Commitment

- Busy during and after board meetings preparing the minutes