



Secretary

Term: 2 Years

Election Cycle: Odd Numbered Years

Primary Duties

- Takes detailed notes of all discussions, recommendations, motions, seconds, and vote results of the Lakeville Hockey Association (LHA) Board, Hockey Development Committee (HDC), and other Committees as requested
- Drafts and distributes minutes for (LHA) Board meetings
- Drafts and distributes minutes for HDC Meetings
- Maintains a permanent file of all monthly LHA Board meetings
- Chairs LHA Board meetings in the absence of the President
- Collects a copy of all financials and presentations made to the LHA Board for inclusion in the minutes

Committee Membership and Meetings

- Monthly Board Meetings – 2nd Wednesday of each month, required
- Attends Hockey Development Committee Meetings to record minutes – 1 to 2 times per month