



Minnesota Hockey

DESCRIPTION OF JOB RESPONSIBILITIES & EXPECTATIONS

POSITION: **Secretary**

STATUS: **Volunteer – Elected for a three year term**
REPORTS TO: **Minnesota Hockey Board of Directors**
PREPARED BY: **Dave Margenau**
DATE: **February 2020**

SUMMARY:

The Secretary shall maintain the records of Minnesota Hockey, issue notices of meetings and perform the duties customary of the office of secretary

ESSENTIAL RESPONSIBILITIES:

1. Preserve all documents that are assigned to this office for safekeeping.
 - a. Create and distribute an agenda for all Minnesota Hockey Board meetings in accordance with the by-laws
 - b. Record, or cause to be recorded, the official minutes of all Minnesota Hockey board meetings. Distribute copies of minutes and other pertinent documents to all Board members. Establish & maintain the corporation's official minute book.
 - c. Preserve all official documents such as the Articles of Incorporation, By-laws and any other document required by law or other needs established by the corporation.
 - d. Perform such duties as usually pertain to the office of Secretary.

2. Attend Minnesota Hockey Board Of Director's meetings as may be scheduled from time to time for general business purposes
 - a. Serve as a member of the Executive Committee.
 - b. Participate on a minimum of two other Minnesota Hockey Committees as may be appointed by the President and as personal time may permit.

3. Lead and/or participate with special projects as assigned by the President

QUALIFICATIONS:

Must be a current member of the Minnesota Hockey Board of Directors or an adult resident of Minnesota who supports and can further the purposes of the corporation

Should have an interest in the sport of ice hockey, together with the ability and willingness to devote the required time to properly discharge the responsibilities of this position.

Should have communicative skills, both written and oral, in the English language, with regular access to a telephone and e-mail.

Should be able to drive and have regular access to an automobile.

Computer skills, with experience in word processing is required.

This is a volunteer position, without any pay or benefits. The following business expenses, as they pertain to Minnesota Hockey business, are eligible for reimbursement:

- Minnesota Hockey authorized meeting attendance, including meals, lodging and travel
- Postage
- Long distance phone/fax calls
- Computer expense & Internet access charges
- Office supplies

Time Commitment: Off Season – 8 - 10hrs. per month
Season – 2 - 5 hrs. per week