



Lakers Hockey

CLUB ASSOCIATION

Secretary Functions and Responsibilities

Term: 2 years starting in June

Overview: The Secretary's main function is to create the agenda for meetings and take notes during all meetings. The Secretary has one vote in all matters of the Board.

Responsibilities: Specifically, the Secretary is minimally responsible for:

- Agendas and meeting minutes
 - Securing meeting locations for board meetings or team/organizational meetings
 - Creating, dispersing and maintaining agendas
 - Recording attendance and all matters discussed in open forum
 - Creating, dispersing and maintaining meeting minutes
- Attending to all communications for the organization
 - Emails to membership for organizational updates as needed.
 - Forwarding emails as necessary to other members in the organization
- Coordinating team photos in the fall and senior banner photos for Senior Night.
- Organizing a yearly donation drive (food, etc.) for local outreach program (i.e. Open Arms Mission in Antioch).
- Order inventory for JV and Varsity letters and pins from Neffco.com
- Maintaining hardcopy or electronic files
 - Based on recommended AHAI guidelines for storage of information

Level of Effort: The estimated monthly time commitment outside of attending monthly meetings is 2-4 hours.