

Greenway Amateur Hockey Association

SECRETARY POSITION DESCRIPTION

Eligibility: Any parent/guardian who has completed the SafeSport training within the last two years and also completed the Minnesota Hockey background check process with a passing result.

Purpose: The Secretary is responsible for keeping an accurate record of all meetings, including attendance. The Secretary is also responsible for ensuring the safekeeping of all records pertaining to the business of the association (bylaws, meeting minutes, etc.).

DUTIES

- Responsible for creating the agenda and taking minutes at monthly GAHA meetings.
- Post the agenda and minutes to the GAHA website.
- Communicate association information to association members as directed by Executive Board.
- Maintain bylaws; bring to board for annual review and update at May meeting.
- Maintain and organize books of minutes, treasury reports and other GAHA documents.
- Maintain GAHA website and post updates to GAHA website and Facebook page.
- Send electronic communications to association members through GAHA's Sports Engine website.
- Post flyers in arena about upcoming association events (board meetings, pictures, etc.)
- Responsible to attend youth hockey registration meeting in the fall to be brought up to speed on any changes, etc., and relay information to the GAHA Executive Board and Association.

Other Duties

- Attend Monthly Association Meeting
- All GAHA related documents are saved to GAHA's system and not stored on personal equipment.
- All GAHA email communication is conducted through the GAHA email associated with this position.
- Other duties as assigned by Executive Board.

Benefit: Credit for 15 DIBS and player registration fees waived.

Updated June 2020

Essentials of Good Minutes

Reasons for Good Minutes

- ❖ They are the only record of the Board members.
- ❖ Committee chairpersons use them for constant referrals.
- ❖ The Board Chairman must be informed of committee activities at all times.
- ❖ They are essential in continuity and information for succeeding committees and Boards.

Helpful Hints for Minutes

- ❖ Have the chairperson give you a copy of the meeting agenda.
- ❖ If a lengthy report is given, obtain the notes from the person giving the report and summarize. It is not necessary to record reams of information from a report if the information is available in the files of another committee. For example, Refer to Community Research Committee minutes of November 2, 1990 for further information.
- ❖ Request that lengthy involved motions be written out and given to you after being made.
- ❖ Minutes should be written up within five days after the meeting.
- ❖ When applicable, use a separate type topical heading to introduce a subject. For example: Executive Report, Programs, Evaluations. This helps the reader focus in rapidly on a specific area.
- ❖ Place a notice of the next meeting; include items on the agenda that need special preparation for the meeting.
- ❖ Go over the minutes with the President to ensure correctness.

Distribution of Minutes

- ❖ Minutes should be sent to all committee and Board members a week or two before the next meeting.

Guide for Recording Good Minutes

- ❖ The following heading should be placed at the top of the first page. (Name of Organization) Committee or Board.
- ❖ Include in the first paragraph:
 - Kind of meeting (regular or special).
 - Name of committee or Board.
 - Date – including year, time and place of meeting. - Name of presiding officers (Mrs. Jane Doe, Chairman. Presiding).
 - Names of members present as well as those absent.
 - Whether minutes of the previous meeting were approved as read or if they were corrected.
- ❖ Record ideas: listen to comments, put down main points. Summarize. These records are for the committee's or Board's use – make them brief, but as complete as possible. • Minutes should clearly indicate:
 - Major problems stated.
 - Suggestions proposed.
 - Conflicting points of view for clarification of action.
- ❖ Record all main motions:
 - Name of member who made the motion and underline the action (Jane Doe moved that...)
 - State and underline whether the motion carried or failed (Motion carried)
 - Give each motion a number to make referral easier (Motion 85/5 indicated the year (85) and the motion number (5)) Policy statement motions should immediately be transferred into a policy manual
- ❖ Time of adjournment
- ❖ End minutes simply with - John Doe, Secretary
- ❖ After minutes have been approved, the Secretary should write Approved with the date.