

COMMUNICATIONS DIRECTOR/SECRETARY (Voting Board Member)

Person is voted onto the board by the association and appointed into this position by the current voting board members.

Major Role: The Communications Director/Secretary is responsible for recording minutes at all of the BBL YHA Board/membership meetings and distributing those minutes to Board members for review. This position is also responsible for marketing our hockey association to our communities. This person would utilize local businesses, local newspapers, and the association's website and social media for communication and advertisement options.

As a member of the association's board, this role is a representative of the general hockey public, working in the best interest of the entire youth organization. You will attend scheduled board meetings to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

Responsibilities:

- Record minutes from board/membership meeting and post them on the website.
- Schedule/communicate/post meeting time and place.
- Work with the President to prepare the meeting agendas and distribute it to members prior to meetings.
- Maintain and expand the programs policy and procedure manual, validate changes and approve the manual for the start of each season.
- Maintain all contact information of board members.
- Ensure all copies of policies, forms, etc. are up to date, backed up, and protected.
- In the absence of the President and Vice President, call the meeting to order and conduct the meeting.
- Participate with communications for registration, fundraising events, and all other association communications.
- Act as primary contact to local newspapers during regular season.
- Assist with other roles as required

Functional Areas

Webmaster	Newsletter	Marketing
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Key Competencies:

- Interpersonal skills, ability to collaborate and interact with many people
- Strong ability to develop and foster relationships
- Ability to negotiate and resolve conflict, provide constructive feedback
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self-motivated and takes initiative
- Hockey and/or business knowledge is a plus
- Basic computer skills including email and word processing is required

Job Requirements:

- Contribute required time which may include weekends and evenings throughout the entire year
- May be required to attend a game or meeting with little notice
- May be required to drive to required locations, i.e. arenas or meetings
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability
- Must attend BBL YHA Board and membership meetings as scheduled

Time Needed for Position: This is a 12-month position, re-appoints on an annual basis. This position requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.