



Armstrong Cooper Youth Hockey Association Job Description

Title:	Secretary
Role:	Executive Board Member
Election/Appointment:	Elected by membership
Voting Status:	Voting
Budget:	No Budget Responsibility
Term:	Three years, Year one in cycle
Compensation:	full hours

Description/Role: The Secretary is responsible for maintaining all association records, ensuring that Board members are keeping the right records and auditing those records with the audit committee. Responsible for all official Board communications including hearing related communications. Responsible for maintaining all the Bylaws and Guidelines and Policy Documents.

Position mandatory requirements:

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month
- Must attend monthly ACYHA Executive meetings on the first Monday of the month or as scheduled
- Must attend the annual meeting of ACYHA Membership in April
- Maintain the Bylaws document and track changes for the annual meeting votes
- Maintain the Guidelines and Policy Document and post updates to the web site when changed
- Prepare agenda for Board of Directors and Annual Membership Meetings, send agenda and meeting documents out to the Board one week prior to the meeting, the Monday prior to the meeting
- Request any agenda inclusions from the Board two weeks prior to the Monday meeting
- Send the meeting minutes out within one week after the meeting, the Monday following the meeting
- Run the Board meeting in the absence of the Youth Director and Assistant Youth Director
- Conduct all official correspondence of the Association including all SafeSport & Grievance hearing communications
- Preserve all records and official communication of the Association
- Record proceedings of the Association and ensure publication to Association website

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- Work with an association member(s) who are identified as skilled team managers to update the Managers Guidelines booklet each year, to schedule a managers training and to run the session overall. A key skilled association volunteer can train on the actual managers skills but the Secretary runs the session, with support by the registrar
- Report out monthly to the board on all reports and subsequent follow up
- Training your successor at the May meeting at the end of your term

Desired Skills:

- Strong communication skills
- Strong organization skills
- Strong marketing background a plus
- Creative skills a plus
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude
- Ability to attend the monthly meetings and do work between meetings

Reporting:

- This role reports to the Board Chairman
- Web Administrator Reports to the Secretary