



Menomonie Youth Hockey Association Job Description

Title/Board Position:	Secretary
Election/Appointment:	Appointed/Non-Voting
Term/Compensation:	Three Years/60 Hours per year

Description/Role: The Secretary is responsible for giving proper notice of all meeting times and locations. They work with the president to prepare the meeting agendas and distribute to members prior to meetings. They are to attend all meetings of the association and record meeting minutes for open and closed session, and post only open meeting minutes onto MYHA's webpage once approved by all members on the board. They manage the Board page on the website, and are the owners of all policy documents, by-laws, and updates. They are also the point for member wide communications and board follow up items. They may be asked to perform other duties as prescribed by the Board of Directors. Secretary is managed by the president of MYHA.

Position mandatory requirements:

- Must attend monthly Board meetings on the first Monday of the month & the annual meeting for all MYHA Membership in March.
- Obtain suitable meeting space and provide date, time, location, and agenda.
- Create meeting minutes for each meeting and work with Board of Directors on the agenda.
- Document open and closed session meeting minutes separately for each meeting.
- Send out captured meeting minutes for open session and closed session to the Board of Directors after each meeting. Await approval from all voting members.
- Manage the Board page on the MYHA website:
 - Directory - Maintain all contact information of board members.
 - By-Laws - Ensure all copies of the By-Laws are up to date, backed up, and protected.
 - Ice Board – Update Ice Board Members & contact information
 - Minutes - Post open session minutes to the webpage once approved by all board members.
 - Policies - Ensure all copies of the Policies are up to date, backed up, and protected.
- Updated MYHA Board of Directors handbook – Kept with the secretary.
- Point for MYHA Communications and Website Communications
- In absence of the President or Past President, call the meeting to order and conduct the meeting.
- Other duties as assigned by the MYHA President.

Desired Skills:

- Strong communication skills: oral and written, organizational skills, and facilitation skills.
- Interpersonal skills, ability to collaborate and interact with many people.
- Strong ability to develop and foster relationships while keeping confidential information.
- Ability to negotiate and resolve conflict and provide constructive feedback.
- Positive attitude with problem solving, and analytical skills.
- Self-motivated and take initiative.
- Hockey and/or business knowledge
- Basic computer skills including e-mail and word processing.