Secretary

The Secretary shall be responsible for managing all documentation and files pertaining to the MRYHA program. • Attend monthly Board meetings. • Compile minutes of all MRYHA meetings. • Distribute minutes of all MRYHA meetings to the Board of Directors within seven days of said meeting. • To give all notices that may be required. • To sign all correspondence on behalf of the corporation for such Officers and Directors as are authorized by the Board. • To have charge of such documents and papers as the Board may determine. • To be responsible for orienting new Board members by providing them with copies of By-Laws and Policies. • To keep a book containing job descriptions complete and up to date, and provide new Board members with a copy of same, or provide any existing Board members with a copy upon request. • To perform such other duties as may be assigned to him from time to time by the Board. • To organize, develop and maintain MRYHA email database. • Responsible for oversight of all marketing and electronic communication for the program including the MRYHA website, Facebook, and email communications. • To advise the President of any known violation of the By-Laws or MRYHA policies within the Flames Program. • Verify that a quorum is present for each vote taken. • Maintains all login credentials. • Prepare a monthly board report to be presented at each meeting as well as sent to the appropriate Vice President. • Provide regular reports to the President. • Be an ambassador of the program to help promote growth and sustainability.