

SECRETARY

Term: 2 Years

Beginning: April, odd numbered years

Description

- Records and distributes minutes of the Lakeville Hockey Association.
- Maintains a permanent file of all monthly LHA Board Meetings.
- Chairs LHA Board Meetings in absence of the President.
- Designs forms and rosters as necessary.

Tasks

- Attends all LHA Board Meetings or designates an alternate.
- Takes detailed notes of all discussions, recommendations, motions and seconds and vote results.
- Collects a copy of all presentations made to the Board for the minutes.
- Prepares formal minutes of all monthly Board Meetings for review and approval at the meeting the following month.

Memberships and Meetings

- Lakeville Hockey Association Board of Directors (Monthly – 2nd Wednesday), required
- Secretary may also be a member or consulting resource of temporary committees organized by the LHA.

Special Requirements

- Access to a word processor.
- Ability to dedicate adequate time to attend Board Meetings.