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| CATEGORY: Organizational Structure | LAST REVIEW: 2025 |
| POLICY NUMBER: 3.4 | DATE APPROVED: May 29, 2025 |
| TITLE: Position Description for the Secretary, CCMHA | |
| PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position. | |
| RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws | |

1. DUTIES

- Records, distributes and maintains the minutes for the Board of Directors meetings.
- Coordinates distribution of notice of meetings to the Board of Directors.
- Maintains and updates all correspondence and documents of CCMHA.
- Assists and/or coordinates mail outs and notice to CCMHA members.
Assists the Executive Committee along with all other committees as required.
- Coordinates procurement of administrative supplies for the Executive Committee.
- Assembles and distributes Board of Directors meeting agendas.
- Arranges meeting locations for Board of Directors meetings and other meetings as required.

2. SELECTION

Candidates for the position of Secretary must be active members of the Association Board of Directors in good standing and be nominated by the Nominating Committee.

3. TERM

This position is filled on a two year term.

4. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and Interpersonal Skills
- Strong organizational skills

5. TIME COMMITMENT

- Approximately three (3) hours per week during the hockey season.
- Approximately one (1) hour per week during the off season.

6. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.