

Position

Secretary



Responsibilities taken from the BGHA By-laws

Major Role

The Secretary is responsible for recording minutes at all of the BGHA Board/ membership meetings and distributing those minutes to Board members for review. As a member of the association’s board, this role is a representative of the general hockey public, working in the best interest of the entire youth organization. You will attend board scheduled meetings to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

Responsibilities

- Record or delegate the recording of the minutes of General Meetings of the Membership, Board Meetings and Executive Committee Meetings and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-laws and the Policies and procedures established by the Board or by the Membership;
- Ensure the proper custody of the Association’s corporate minutes and resolutions and other corporate records and documents;
- Be responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Association;
- Shall be a signing officer of the Association
- Recommend policy to the Board regarding internal and external communications of the Association;
- Shall be a member of the Coaches Selection Committee
- Ensure that all necessary and appropriate insurance has been purchased;
- Carry out duties as assigned by the Board, the Executive Committee or the President.

Key Competencies

- Ability to negotiate and resolve conflict, provide constructive feedback
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self-motivated and takes initiative
- Hockey and/or business knowledge is a plus
- Base computer skills including email and word processing is required

Role Requirements

- Attend monthly Board meetings
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence

Eligibility

- shall be eighteen (18) or more years of age;
- shall not be an undischarged bankrupt or of unsound mind;
- shall be a Member of the Association at the time of his or her election or appointment;

By-laws ratified 2017

- shall remain a Member of the Association throughout his or her term of office.
- any executive member who has a personal stake, be it as a member of coaching staff or as a parent, in a team(s), they must declare a conflict of interest and excuse themselves from any discussion or votes involving that team(s). This includes but is not limited to coaching selection, disciplinary action or executive related to that team(s).

Time Commitments

- Monthly Board Meetings – max – 2.5 hours
- Time ebbs & flows dependent on the time of the hockey season – approximate average is 3.5 hours per month

Term 2 years

Application Posted on-line on odd years
Nomination submitted by 2 members in good standing with AGM election