

Secretary

Description of Role & Responsibilities

Voting Role

Last Updated: October 24, 2023

TeamSnap:

- Create and Maintain all registration links for all CNSC programs

Facility Management / Contracts

- Secures contracts / permits with turf outdoor facilities (for Sept /Oct / April). This includes HCDSB, Mississauga Stadium, Milton Sports Dome (as our main facilities). Long term contracts are in place with Miss. Stadium and Milton Sports Dome.
- Relationships with Additional facilities as needed (although they are now used less)
- Provides permit status to EC (Rep Director for Competitive Programs) and Grassroots Director for House League programs. They each manage the actual scheduling of their programs but must work together to ensure no conflicts.

Secretarial Duties:

- Must attend regular board meetings
- Prepare Meeting Agenda (Should be held every 4-6 weeks) with input from President / Vice and other EC members
- Prepare Meeting Minutes / Action Items post each meeting (to be distributed within one week post meeting)
 - Minutes to include: Meeting date, time, location, members present & absent, key voting decisions and highlights of key discussions)
 - Be the custodian of all club records (minutes, insurance documents, by laws, contracts)
 - Update status' on action item list
- Collect reports / documents from EC members or committees and ensure that they are stored / organized on Club's google drive
- Bi-annually schedule a coach's / managers meeting
- Assist Grassroots Director and Rep Director with the preparation of the slides / materials to be shared. (January for upcoming outdoor season and August for upcoming indoor season)
- Schedule Picture Day for U8 - U18
- Club Communication / Mass Mailings / Newsletters and Website Content Updates
- Manage the general information email account for the club (Info@croatianorval.com)