

Secretary:

- Shall maintain minutes of all board and Association meetings
- Issue all notices and flyers to members and affiliates
- Oversee all forms and required paperwork
- Responsible for distributing the Board meeting agenda and any related documents
- Provide all Coaches/Managers with directions to away games
- Responsible for updates to the Association's website in coordination with Registrar/Marketing Director
- Maintain a player and volunteer database
- Collect, and report all HVYF game day scores to the sanctioning league
- Insurance requirements
- Awards
- Booking of meeting rooms
- Special events
- Responsible for all game and practice scheduling for the HVYF
- Field reservation and booking