



INDUS MINOR HOCKEY ASSOCIATION

www.indusminorhockey.ca

Secretary

The Secretary is a member of the Executive Board of the IMHA and is responsible for the recording of and distribution of minutes of the Board meetings. The Secretary is a voting member of the Board and is required to attend regularly scheduled meetings.

The Secretary shall keep a record of all the members of the IMHA and their contact information and send notices of meetings as required.

Responsibilities:

- Accurately record minutes of each meeting ensuring appropriate rules of order are followed
- Prepare agenda and ensure copies of pertinent information are made available to members of the Board prior to meetings
- Ensure copies of meeting minutes are made available to each Board member for review within seven (7) days of the meeting; Minutes will also be sent to Webmaster for posting on the website once voted on by the Board
- Ensure proper notification is issued for meetings
- Relay information of meetings to team managers where required for distribution to IMHA families
- Sending of all IMHA related email notifications to members
- AGLC Licensing/Financial Reporting
- Hockey Alberta sanctions and permits
- Booking Association Facilities for Monthly Meetings/Pictures/Year End Awards Night(s)

Term: 2 year term - rotating on even years

Other Notes:

- The Secretary is responsible for ensuring that when the Bylaws are amended the updated copies are submitted to Hockey Alberta, the Province of Alberta and the Alberta Gaming and Liquor Commission in a timely fashion
- The books, accounts and records of the Secretary and Treasurer **MUST** be audited at least once a year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual General Meeting
- All meetings shall follow an agenda as prepared by the President or Secretary and distributed to the members via email before the meeting
- Five members of the Executive Board (Treasurer, President, Vice-President, Registrar and Secretary) shall have signing authority for the IMHA