



Newmarket & District Ringette Association

Job Description

Secretary

- Attends all meetings of the Executive Committee. This includes, but is not limited to the following:
 - Monthly Board Meetings
 - Association General Meeting
 - Silent Auction and Dance
- Informs executive members of upcoming meetings and reminds them to have their reports in. Collects reports and sends to each board member prior to the meetings.
- Takes and prepares meeting minutes and distributes to all board members.
- Prepares and retains correspondence on behalf of the association.
- Maintains the board of directors contact list.
- Maintains the association's calendar/task list for the ringette season.
- Maintains updated binder with all minutes, executive list, agendas, relevant emails, correspondence and calendars.
- Serves on sub-committees as required.

Approximate time per month. – 5 - 6 hours