

Secretary

The Secretary is the chief administration officer of the Wellington Ice Hockey Association (WIHA). The secretary is responsible for keeping the Board's operations running smoothly. The Secretary is directly responsible to the President of the Board of WIHA and, along with fellow board members, to the members of WIHA.

Responsibilities and duties

- Prepare the agenda for monthly Board Meetings in consultation with the committee.
- Record all minutes of meetings, and distribute them to the committee in a timely fashion.
- Sending out official communications e.g AGM announcements/tournament selections.
- Record keeping and support the development and maintenance of policies
- Scheduling dates and times for events including Board meetings and the AGM, and send adequate notice of the meetings.
- Call for and receive nominations for committees and other positions for the WIHA AGM.
- Maintain the association's records, membership databases, and documents.
- Maintain the association's commitment to protecting sensitive or confidential information.
- Maintain files of legal documents such as constitutions, leases and titles.
- Liaise with the Treasurer regarding filing of the Annual Return.
- Other tasks: run the payroll for paid staff, respond to general duties as directed by the committee.

Knowledge and skills required

- Can communicate effectively.
- Attention to detail and timeliness.
- Is well organized and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution.

Estimated time commitment required

The estimated time commitment required as the Secretary of Wellington Ice Hockey Association is 3-5 hours per week. The Secretary is appointed for a 12 month term.