



Woolwich *Girls* Minor Hockey Association

Job Description	
Executive Position	Secretary
Duties - Monthly	<ul style="list-style-type: none"> • Prepare and distribute Agenda to Executive members prior to monthly meeting • Confirm attendance at monthly meetings • Attend and record Minutes at monthly meetings • Prepare Minutes from monthly meetings and distribute to Executive members
Time Required	<ul style="list-style-type: none"> • 4 hours per month x 12 months (48 hours)
Duties - Annually	<ul style="list-style-type: none"> • Book meeting room for monthly Executive meetings and Annual General Meeting • Prepare Agenda for Annual General Meeting • Obtain and collate reports from Executive members for Annual General Meeting • Attend and record Minutes of Annual General Meeting • Prepare Minutes of Annual General Meeting for distribution to Executive members and other members of Association • Update Constitution with amendments passed at Annual General Meeting, if any
Time Required	<ul style="list-style-type: none"> • 8 hours
Peak Period	<ul style="list-style-type: none"> • Workload is consistent from June to March and more time required in April and May in preparation and after Annual General Meeting held in May of each year
Skill Sets Required	<ul style="list-style-type: none"> • Knowledge of MS Office • Attention to detail • Organized