

MHSA Board Member Job Description

Position:	Secretary
Authority and Responsibility:	<p>The Board of Directors is the legal authority for the Medicine Hat Soccer Association (MHSA). As a member of the Board, a Director acts in a position of trust for the entire soccer community and is responsible for the effective governance of the organization.</p> <p>The Secretary has the authority and responsibility to keep accurate records of all meetings of the Board of Directors.</p>
Qualifications and Skills:	To effectively fulfill the role of Secretary an individual must possess strong communication skills and have experience serving on volunteer boards. Ideally, they have served on the Board for a minimum of one two-year term as a director.
Requirements:	<p>Requirements of Board membership include:</p> <ol style="list-style-type: none"> 1. Commitment to the work of the organization. 2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy. 3. Willingness to serve on committees. 4. Attendance at monthly Board meetings. 5. Attendance at meetings of assigned committees. 6. Attendance at Annual General Meeting. 7. Support of special events. 8. Support of and participation in fundraising or marketing events.
Term:	The Secretary is elected by the membership at the Annual General Meeting, serves for a two-year term and may be released at the end of the elected term, by resigning or according to the MHSA Bylaws.
General Duties:	<p>The Secretary is considered as a Director of the Board. A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.</p> <p>The Director must:</p> <ol style="list-style-type: none"> 1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and staff. 2. Monitor all Board policies. 3. Review the bylaws and policy manual, and recommend bylaw changes to the membership. 4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments. 5. Participate in the development of the MHSA's organizational plan and annual review. 6. Approve the MHSA's budget. 7. Approve the hiring and release of staff, including their employment contracts, based on the recommendation of the Executive Committee. 8. Support and participate in evaluating association staff. 9. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the MHSA's mission.
Specific Duties:	<ol style="list-style-type: none"> 1. Attends all meetings of the Board and Executive Committee, 2. Prepares the agenda for all meetings of the board, 3. Records accurate minutes of the meetings and keeps a copy of the Minute Books, 4. Oversees Board correspondence, 5. Ensures all notices of various meetings are sent, 6. Is a member of the Executive Committee, 7. Carries out other duties as required by the Board.
Evaluation:	The Secretary performance is evaluated annually based on the performance of their duties laid out in their Goals and Workplans.
Annual Review:	The Executive Committee annually reviews the Board Member Job Description. Recommended changes are presented to the Board.
Revised Date:	May 2017