



**Job Description
Secretary**

Responsibilities

- The Secretary shall keep a full, complete and accurate record of all proceedings of the association.
- The Secretary shall see that all notices are duly given in accordance with the by-laws.
- The Secretary shall be the guardian of all association records.
- The Secretary shall handle all correspondence and reports, with copies being held on file for the Association.
- The Secretary shall perform all other duties incidental to the office of secretary and such other duties as from time to time may be assigned to him/her by the President.
- The Secretary shall attend all Board and General Association meetings.
- The Secretary shall cast a vote on appointments of coaches, appointed committee chairpersons and committee members and matters that come before the Board and General Association meetings.