

## **Waterloo Region Minor Football - Secretary - Job Description**

The Waterloo Region Minor Football (WRMF) Secretary plays an important role in fostering communication and ensuring proper management and utilization of important WRMF records.

The Secretary serves as the first point of contact for communication between the board, Executive and, in some instances, community partners.

This position has voting privileges and is considered a high risk rated level according to the Volunteer Screening working guidelines.

### **Roles and Responsibilities**

- Act as recording secretary at all meeting of Directors and Members
- Organize and communicate notice of Board Meetings and Annual General Meeting. Some special committee meetings may also be applicable.
- Request all related materials from each WRMF Director to ensure distribution with agendas.
- Invite and forward copies of all agendas and meeting minutes to the Cities of Kitchener and Waterloo Affiliated Representatives.
- Be able to provide advice and resources to the Board on topics being addressed
- Liaison with regards to legal matters with the WRMF board elected Legal Counsel
- Signing Director of the WRMF.
- Organize, in consultation with Volunteer Director and Executive Committee call for board nominations based on the timing outlined in the WRMF Constitution.
- Maintain and update the WRMF Operation Manual and all corporate documents. Including original constitution and by-laws.
- Work with the Volunteer Director to house completed files of all volunteers

### **Experience & Knowledge Requirements**

- Administrative experience with an emphasis on Roberts' Rules of Order
- Working knowledge of rules and regulations as they pertain to tackle and flag football in Canada and Ontario.
- Pro-active and extensive communication skills.

### **Other Requirements**

- Perform other duties and responsibilities as may from time to time be required by the Board of Directors and vacancies.
- Participate in a rotation of Board representation at home field games.