

## MHSA Board Member Job Description

<b>Position:</b>	Secretary		
<b>Authority and Responsibility:</b>	<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 <b>entire</b> soccer community and is responsible for the effective governance of the organization.</p> <p>The Secretary has the authority and responsibility to</p>		
<b>Qualifications and Skills:</b>	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.		
<b>Requirements:</b>	<p>Requirements of Board membership include:</p> <ol style="list-style-type: none"> <li>1. Commitment to the work of the organization.</li> <li>2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.</li> <li>3. Willingness to serve on committees.</li> <li>4. Attendance at monthly Board meetings.</li> <li>5. Attendance at meetings of assigned committees.</li> <li>6. Attendance at Annual General Meeting.</li> <li>7. Support of special events.</li> <li>8. Support of and participation in fundraising or marketing events.</li> </ol>		
<b>Term:</b>	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.		
<b>General Duties:</b>	<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"> <li>1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and staff.</li> <li>2. Monitor all Board policies.</li> <li>3. Review the bylaws and policy manual, and recommend bylaw changes to the membership.</li> <li>4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.</li> <li>5. Participate in the development of the MHSA's organizational plan and annual review.</li> <li>6. Approve the MHSA's budget.</li> <li>7. Approve the hiring and release of staff, including their employment contracts, based on the recommendation of the Executive Committee.</li> <li>8. Support and participate in evaluating association staff.</li> <li>9. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the MHSA's mission.</li> </ol>		
<b>Specific Duties:</b>	<ol style="list-style-type: none"> <li>1. Attends all meetings of the Board and Executive Committee</li> <li>2. Records accurate minutes of the meetings,</li> <li>3. Ensures that a record of names and addresses of all Members of the Association is kept,</li> <li>4. Ensures all notices of various meetings are sent,</li> <li>5. Ensures that Annual Returns, changes in Association Directors, Amendments Bylaws and other incorporating documents are filed with Corporate Registries of the Alberta Government,</li> <li>6. Is a member of the Executive Committee, and</li> <li>7. Carries out other duties as required by the Board.</li> </ol>		
<b>Evaluation:</b>	The Secretary performance is evaluated annually based on the performance of their duties laid out in their Goals and Workplans.		
<b>Annual Review:</b>	The Executive Committee annually reviews the Board Member Job Description. Recommended changes are presented to the Board.		
<b>Review Date:</b>		<b>Approval Date:</b>	