

Job Title: Secretary

Organization: Washington Schoolgirls Lacrosse Association

Location: Washington State [Remote Potential]

Type: Volunteer, Part-Time

Time Commitment: ~2-6 hours a week with occasional increase during busy seasons

About Us

WSLA administers girls' high school and youth lacrosse across Washington, organizing and promoting safe play, supporting the sport's growth, and honoring its native roots.

Position Overview

The Secretary supports the effective governance and administration of the Washington Schoolgirls Lacrosse Association. This role maintains accurate organizational and board records, prepares and distributes meeting materials, records meeting minutes, tracks board actions and required filings, and helps ensure clear, timely communication among board members and organizational leadership.

Key Responsibilities

- Prepare and distribute board and committee meeting notices, agendas, and supporting materials in coordination with organizational leadership.
- Attend board meetings and accurately record minutes, motions, votes, decisions, and follow-up actions.
- Maintain official records, including approved minutes, governing documents, policies, resolutions, and board rosters.
- Track action items, deadlines, board terms, elections, and required organizational filings.
- Support compliance with the organization's bylaws, policies, and applicable nonprofit governance requirements.
- Manage board correspondence and help maintain clear communication among directors, committees, and staff or volunteers.
- Safeguard confidential records and ensure authorized individuals can access current organizational documents.
- Assist with annual meetings, board elections, officer transitions, and other governance activities as needed.

Qualifications

- Strong organizational skills and careful attention to detail.
- Clear and professional written and verbal communication skills.
- Ability to prepare accurate, objective meeting minutes and manage records consistently.
- Sound judgment and the ability to handle confidential information appropriately.

- Familiarity with nonprofit boards, governance practices, or administrative support is preferred.
- Comfort using email, shared document platforms, and virtual meeting tools.
- Ability to attend scheduled board meetings, including occasional evenings or weekends.
- Interest in supporting girls' lacrosse and WSLA's mission is a plus.

Benefits

Gain hands-on experience, build leadership skills, expand your network, and make a real community impact while helping grow our organization.

How to Apply

Please submit a **brief** (short paragraph) cover letter, resume, and up to three references to info@wslax.org. Applications will be reviewed on a rolling basis.