

Shakopee Youth Baseball Association (SYBA)

Secretary – Job Description

(Two-Year Term)

Position Summary:

The Secretary is a key member of the SYBA Board of Directors, responsible for maintaining accurate records, managing organizational documentation, and ensuring compliance with all regulatory and administrative requirements. This position supports effective communication and governance throughout the organization, serving as a resource for board members, coaches, and families.

Key Responsibilities:

Leadership & Governance

- Attend all Board meetings (at least once per month) to discuss, review, and vote on issues and concerns brought forth by the Board or other SYBA stakeholders.
- Participate as an active member on assigned Board committees, providing expertise and support as needed.
- Attend all informational meetings, including the Parent Meeting and Year-End Meeting.

Recordkeeping & Compliance

- Record accurate minutes of all Board and informational meetings, and distribute them promptly to Board members.
- Maintain and update organizational documents, bylaws, and policies, providing direction and guidance to Board members as needed.
- Complete the annual business renewal with the Minnesota Secretary of State.
- Manage the USPS PO Box contract and ensure timely annual renewal.
- Renew all insurance policies annually and assist with the processing of any claims.
- Renew and manage annual subscriptions for key software programs (e.g., Survey Monkey, GoDaddy.com, Team Genius) and maintain account information.

Program & Certification Support

- Lead SYBA's efforts with the Dollars for Scholars annual nomination and recognition process.
- Ensure all coaches are certified with Trusted Coaches and maintain records of certifications.

Communication & Event Support

- Serve as a resource for parents, coaches, and Board members, addressing questions and concerns in a timely and professional manner.
- Assist with the planning and execution of all SYBA-sponsored tournaments and events.

Qualifications:

- Experience in administrative, clerical, or recordkeeping roles preferred.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication abilities.
- Ability to collaborate effectively as part of a volunteer Board.
- Commitment to the mission and values of SYBA.
- Proficiency with office software and online platforms.