



CYHA – Secretary

This position is accountable to the President of The Centennial Youth Hockey Association and is described as the Secretary of The Centennial Youth Hockey Association. This is a Voting CYHA Business Board Member Position.

Position Specific Skills

The ideal candidate should demonstrate strong organizational skills and a high level of computer proficiency. They must excel in documentation and possess the ability to consistently accomplish tasks promptly. Furthermore, they should exhibit excellent communication skills, both in written and verbal forms, as they will serve as the primary point of contact for inquiries within the association. Highlighting their capacity to provide timely responses and support to association members could be beneficial.

Responsibilities

- Responsible for the association website and administrative duties as assigned.
- Make certain CYHA Annual Meeting is well publicized.
- Maintain CYHA Documentation and provide this information to others as required.
- Take minutes from all the Board Meetings and publish them online for review at the next meeting.
- Maintain files of all documentation, reports and correspondence.
- Field calls throughout the year concerning the CYHA program.
- Handle any special situations that come along (awards, deaths, etc. regarding board members, ex-board members and others).
- Have a key to the meeting room (when applicable).
- Share responsibility for maintaining the website HOME page and assist in training board members with maintenance of their pages.
- Responsible for all additional web related processes (i.e., Board application activation, Coaching Application activation, contract negotiations with web service, and determining need for upgrades to site).
- Reserve boardrooms or other locations for meetings.
- Advertise all scheduled meetings on the website in a timely manner.
- Responsible for developing and distributing all association annual surveys – using SurveyMonkey software.

After three consecutive years of volunteering for this position, the candidate is eligible for Lifetime DIBS.