

SECRETARY

SLVYHA Volunteer Role · Governing Board (Officer)

THE QUICK VERSION

What it is: Keeps the association's official records, minutes, correspondence, compliance documents, and runs the board nomination/election process.

Time commitment: Handbook estimates up to about 20 hours per week.

When: Year-round, ongoing, with peaks around meetings and elections.

Term: 2-year term. Officers are elected by the board from its members.

Requirements: - Must be a current board member - Handbook suggests 1-2 years of administrative/secretarial experience, strong organization, digital record-keeping, and attention to detail

Good for you if: You're detail-oriented, organized, and reliable with documentation and deadlines.

WHAT YOU'LL DO

- Record minutes of each board meeting
 - Maintain correspondence as required
 - Maintain compliance with association affiliations and applicable rules
 - Obtain necessary material from USA Hockey, CAHA, and leagues; prepare and distribute documents
 - Announce board position openings and initiate the nomination process
 - Report business to the board and retain/maintain SLVYHA's official records
 - Email agendas, notices, and approved minutes to membership
-

HOW TO DO IT

- Take and distribute minutes and agendas per bylaws timelines (agendas emailed at least 24 hours before meetings)
 - Run the nomination/election process ahead of the annual meeting
 - Keep official records organized and current
-

WHAT'S PROVIDED VS. WHAT YOU BRING

Provided: The board framework and record systems.

You bring: Organization, accuracy, and reliability.

WHAT "DONE WELL" LOOKS LIKE

Records and minutes are accurate and current, membership gets timely notices and agendas, compliance materials are in order, and elections run cleanly.

WHO TO ASK WHEN YOU'RE STUCK

Reports to / coordinates with: The President and the Governing Board; interfaces with USA Hockey/CAHA for materials.

HOW TO RUN FOR THIS ROLE

Officers are chosen in two steps:

1. Get elected to a board seat by the membership at the April annual meeting (nominations go to the Secretary in writing beforehand).
 2. The board then elects its officers from among the seated board members at its first meeting after the election.
-

Interested in the board? You're welcome at any meeting to see how it runs. See the Get Involved section of the Resources Tab.

Full official duties: see the SLVYHA Bylaws (Article IV) and Handbook.
