



# Secretary Job Description

Questions about the role before you apply?

Contact Stephanie Simpson, Current SJLS Secretary at [Secretary@sarniagirlshockey.com](mailto:Secretary@sarniagirlshockey.com)

<b>Purpose of role:</b>	<ul style="list-style-type: none"> <li>• Act as a point of contact for coaches, players, team staff, and parents who would like information about the Sarnia Jr. Lady Sting (SJLS) Hockey Club</li> <li>• Take minutes at Monthly Board meetings</li> <li>• Send out email to Board Members, and relevant Coaches and Managers to advise of any change in Board Meeting Schedule</li> </ul>
<b>Tasks:</b>	<ul style="list-style-type: none"> <li>• Posting meeting schedules, meeting minutes, important links</li> <li>• Parter with website to post information regarding upcoming events, tournaments (Silver Stick), etc.</li> <li>• Liaise with Board of Directors</li> </ul>
<b>Dates, times, commitment and frequency:</b>	<ul style="list-style-type: none"> <li>• This role is active year round, but primary responsibilities will take place in April/May and then again Mid-August through Mid-November.</li> <li>• This role is very busy during the initial rostering period (Mid-August-October).</li> <li>• We ask that you commit to a minimum of 1 year.</li> <li>• This is a non-voting position on the Board</li> <li>• Attendance at Monthly Coach/Executive Meetings is a requirement. Meetings are held the second Tuesdays of the month at 6:30pm.</li> </ul>
<b>Skills and Abilities Needed:</b>	<ul style="list-style-type: none"> <li>• You will need access to the internet and a computer or iPad</li> <li>• Willingness to learn how to use a new website.</li> <li>• Willingness to assist players, parents, coaches and managers with general questions.</li> <li>• Able to represent SJLS and it's values.</li> <li>• It's useful if you are able to see things from other's points of view (eg. Someone who is new to the organization or website)</li> <li>• You will have the support of the previous Website Administrator while you learn the system.</li> <li>• Must have a valid Vulnerable Sector Check</li> </ul>