Position: Secretary of the Oregon State Hockey Association

Overview:

As Secretary of Oregon State Hockey Association, responsibilities include a range of administrative tasks aimed at ensuring smooth operations and effective communication within the organization. The Secretary must have the ability to travel to all required Oregon State Hockey and USA Hockey events.

Responsibilities:

Here's an overview of duties:

Meeting Preparation and Documentation:

- Schedule meetings, prepare agendas in collaboration with the President or Chairperson, and distribute them to executive board members and relevant stakeholders.
- Record accurate minutes during meetings, documenting decisions, action items, and discussions.
- Distribute meeting minutes to executive board members and ensure they are approved and filed appropriately.

Communication and Correspondence:

- Serve as a primary point of contact for internal and external communications, including emails, phone calls, and inquiries.
- Manage official correspondence on behalf of the association, including letters, notices, and announcements.
- Maintain an organized system for managing and archiving correspondence and documents.

Record Keeping and Documentation:

- Maintain accurate and up-to-date records of the association's activities, including meeting minutes, resolutions, bylaws, and policies.
- Organize and maintain membership records, including contact information, registrations, and waivers.
- Ensure compliance with record-keeping requirements outlined in the association's bylaws and relevant regulations.

Membership Management:

- Assist with membership applications, renewals, and dues collection.
- Coordinate with the membership committee to update membership rosters and databases.
- Respond to inquiries from members regarding membership benefits, requirements, and processes.

Governance Support:
- Assist the President and Board of Directors in ensuring compliance with the association's bylaws, policies, and procedures.
- Maintain an accurate record of board members' terms, attendance, and eligibility.

Legal Compliance:
- Ensure that the association's activities and communications comply with applicable laws, regulations, and governing documents.
- Assist with the preparation and filing of legal documents, such as annual reports, tax filings, and incorporation documents.
- Keep abreast of legal developments and changes affecting nonprofit organizations and youth sports associations.

Event Coordination:
- Assist with the planning and coordination of association events, such as tournaments, fundraisers, and awards ceremonies.
- Coordinate logistics, including venue booking, permits, equipment rentals, and catering.
- Communicate event details to participants, volunteers, and vendors as needed.

Committee Support:
- Assist with the formation, organization, and functioning of committees within the association.
- Facilitate communication and coordination between committees and the board of directors.
- Maintain records of committee activities, decisions, and recommendations.

Training and Orientation:
- Provide orientation and training to new board members, committee members, and volunteers on their roles and responsibilities.
- Educate stakeholders about the association's governance structure, policies, and procedures.

Collaboration and Teamwork:

- Work collaboratively with executive board members, officers, committee chairs, and volunteers to achieve the association's goals.
- Support the President and other officers in their roles and responsibilities as needed.
- Foster a positive and inclusive culture within the association, promoting teamwork, respect, and open communication.

Qualifications:

- Strong communication skills (written and verbal)
- Experience taking notes and recording meeting minutes
- Ability to prioritize tasks
- Familiarity with a nonprofit's organizational structure

Overall, the Secretary plays a crucial role in maintaining accurate records, facilitating communication, and supporting the effective functioning of the Oregon State Hockey Association. By fulfilling these responsibilities, the Secretary helps ensure transparency, accountability, and organizational effectiveness within the association.