

Metro East Inferno Female Hockey Association

259 Commodore Drive,

Dartmouth, Nova Scotia, B3B 0M1

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www.metroeastinferno.ca



JULY 12, 2021

Accepting Applications: Metro East Inferno Female Hockey Association – SECRETARY

Metro East Inferno Female Hockey Association is accepting applications for the position of SECRETARY. The role of SECRETARY reports directly to the Vice-President Administration and shall be responsible for, but not limited to, the following:

- Work closely with MEIFHA Board of Directors
- Respond and/or redirect general email enquiries in a timely manner
- Attend and keep an accurate record of the proceedings of all meetings of the Association and Executive.
- Is custodian of the books and records, and the minutes of all the meetings of the Association.
- Accepts applications for Executive positions and notifies candidates of their election/appointment.
- Causes notice to be made as detailed in By-Law FOUR and By-Law TEN.
- Notifies Executive members of all meetings and prepares agenda.
- Prepares Executive Meeting minutes, for approval, prior to following Meeting.
- Ensures that Hockey Nova Scotia receives any amendments to the By-Laws, updated information on the Executive and payment of any annual fees.
- May be called upon by the President or Executive Vice-President to draft correspondence on behalf of the Association.
- Publish any regular or occasional MEIFHA Newsletters.
- Review (and edit as necessary) and submit correspondence to IT Coordinator for publishing on website, email, and via social media.
- Book rooms for meetings.
- Administer the applicable policies of the Association.

Preferred Skills & Qualifications

- Strong interest in Female Team hockey
- Advocacy skills
- Strong organizational & written communication skills

Individuals wishing to apply should provide expression of interest along with accompanying background information

ATTN: PRESIDENT at meifha.president@gmail.com.

Warm regards,

Chris Tremblay,

PRESIDENT
