



# HWI Secretary Duties

**Job Title:** Secretary – Hockey West Island Inc.

**Position type:** Volunteer / Leadership Role

**Required hours per week:** 1-2

**About Us:** Hockey West Island is a community-based organization dedicated to providing a safe, inclusive, and competitive environment for hockey players of all skill levels who are between the ages of 4 and 27 and residents of Pointe-Claire and Dorval. Our mission is to promote the values of sportsmanship, teamwork, and athleticism while fostering a love of the game.

We are currently seeking a dedicated and passionate individual to take on the role of Secretary to help lead our organization and continue to build upon its success.

**Position Overview:** The Secretary of Hockey West Island [HWI] plays a central leadership role in the Association's governance, strategic direction, and overall management. The Secretary is a member of the HWI Executive, and works closely with other members of the Executive and the Board of Directors to ensure the continued growth and success of the program.

Tasks:

- Record or delegate the recording of the minutes of General Meetings of the Board and Executive Committee Meetings and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, and the policies and procedures established by the Executive or by the Board;
- Ensure the proper custody of the Association's corporate minutes and resolutions and other corporate records and documents;
- Be responsible for receiving and distributing all correspondence pertaining to Executive Committee Meetings and Board meetings;
- Maintain evidence that all necessary and appropriate insurance has been purchased and/or renewed prior to the hockey season;
- Ensure that HWI has Directors' and Officers' Liability insurance coverage and that said coverage is renewed annually;
- Give notice of meetings to HWI members as required;
- Organize location for HWI meetings;



- Distribute minutes of HWI meetings within 10 days of the Meeting;
- Post the Minutes, exclusive of Financial Statements, which may be made available upon request;
- Carry out duties as assigned by the Executive or the President.

**Time Commitment:**

The HWI Secretary will be expected to dedicate 1-2 hours per week as well as attend Executive and Board meetings, and liaise regularly with the HWI Director of Operations and President. The time commitment will vary depending on the season and specific needs of the Association but is generally estimated at 2-4 hours per month.

**Compensation:**

This is a volunteer position. However, the Secretary will receive free season registration for any children registered with HWI (up to four (4) children) and will have the opportunity to develop valuable leadership skills and a lasting impact on the community.

**Prerequisites:**

- All Executive members must be residents of the municipalities of Dorval or Pointe-Claire, or have a child in the program during the current season.
- The Executive is elected at the Annual General Meeting. The length of term of the elected members is two (2) years and begins at the end of the Annual General Meeting.
- To be eligible to run for the position of Secretary, candidates must be a resident of Dorval or Pointe-Claire or have been an active member participating in HWI Inc. activities for a minimum of one (1) year.
- Nominations for elected positions must be made in writing to the President of Elections, care of the Secretary of HWI, at least ten (10) days prior to the AGM. Any person who is eligible for a position but is unable to be present can submit their candidature by written proxy.

We welcome applicants from all backgrounds and encourage diversity in our leadership team.

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