

Metro East Inferno Female Hockey Association
P.O. Box 26006 RPO Tacoma Dartmouth, NS B2W 6P3
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www.metroeastinferno.ca



May 27, 2026.

Metro East Inferno Female Hockey Association – Secretary

The role of **Secretary** reports directly to Vice-President Administration (VPA) and is appointed by the Executive Board following the Annual General Meeting each season. Interested candidates should contact the President with expressions of interest, before or immediately following the AGM. The **Secretary** shall be responsible for, but not limited to, the following:

- Works closely with MEIFHA Board of Directors.
- Responds and/or redirect general email enquiries in a timely manner.
- Attend all Board Meetings (monthly) and Special Meetings (i.e. AGM).
- Keeps an accurate record of the proceedings of all meetings of the Association.
- Is custodian of the books and records, and the minutes of all the meetings of the Association.
- Notifies Executive members of all meetings and prepares agenda.
- Book rooms for in-person meetings and/or set up links for remote meetings.
- Prepares Executive Meeting minutes, for approval at next Meeting.
- May be called upon by the Officers to draft correspondence on behalf of the Association.
- Review (and edit as necessary) and submit correspondence to Website Coordinator and/or Social Media Coordinator for publication on website, email, and via social media.
- Publish any regular or occasional MEIFHA Newsletters.
- Causes notice to be made as detailed in By-Law FOUR and By-Law TEN.
- May accept applications for Executive positions and notifies candidates of their election/appointment, relayed to the VPA and President.
- Ensures that Hockey Nova Scotia receives any amendments to the By-Laws, information on the Executive and payment of any annual fees.updated.
- Administer and uphold the applicable policies and procedures of the Association.