

Secretary

Required Position

- Before each monthly meeting
 - create meeting on Microsoft Teams Calendar and invite board members
 - create a post on the Agenda Channel on TEAMS for members to add items wanted and needed to be discussed at the monthly meeting.
 - collect and organize items to create an agenda for the meeting
 - post agenda on Microsoft Teams
- During each monthly meeting
 - bring copies of agenda for each member
 - roll call to start meeting
 - take accurate notes throughout the meeting following along with the agenda
- After the monthly meetings
 - organize notes and post in TEAMS in the meeting Minutes channel
- Is a part of Executive Board
- Can be on Ethics / Disciplinary Committee
- Maintains roll of membership for league. This will help who has already been appointed as managers and coaches come Tournament season and will establish quorum during membership meetings.
- Sends out notices on meetings to members

Must complete the following minimum requirements:

- Complete at least 6-8 BMOD shifts during each regular season. (You cannot complete these BMOD shifts while coaching a game.)
- Attend at least 75% of the Board meetings each year