

Secretary

First, thank you for volunteering to be the Secretary. You are the voice of Vernon Baseball and represent all of the coaches, players and parents. All issues and concerns on and off the field will be directed through you. You are responsible for the planning and execution of a successful season. Below is a list of the common duties of the Secretary. If you have questions that have not been answered here, please seek support from the Vice President.

Role

The Secretary's primary responsibility is to organize monthly meetings, keep accurate meeting minutes and distribute all correspondence. In addition, the Secretary must communicate effectively with Vernon Baseball Executive, coaches, umpires and parents as required. Finally the Secretary must facilitate a healthy, fun and educational environment for kids, coaches and parents; and inspire the principals of sport through the game of baseball.

Duties

Monthly meetings: Coordinate monthly meetings and book meeting room. Meeting dates are to be determined by the executive. Book the venue at least one month in advance. Collaborate with the President to create the monthly meeting agenda. Distribute the agenda one week in advance. Attend the monthly Vernon Baseball Executive meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new Ideas. Understand Vernon Baseball policies, Code of Conduct and the rules that apply to each division. Compose and distribute meeting notes, routine correspondence, and reports. Meeting minutes and correspondence shall be distributed to the executive within the following week.

General: Set up and maintain filing systems for records, correspondence, and other material. Save monthly meeting minutes on executive website. Update and send out executive list as changes are made. Update executive emails on website and keep Contacts page on website current. Submit annual filing of executive changes after AGM to the provincial government.

AGM: Book the venue, arranging for seating of approximately 50 people. Obtain year end write ups from the executive. Create the AGM package, attendance sheet, and voter's ballots. Record the meetings events and distribute.

Picture day: Book a photographer for the event. Receive and distribute picture packages to Division Directors. Create team picture schedule and forward to Photographer and Division Directors. Coordinate volunteer schedule providing help for the photographer. Arrange for picture retake day. Distribute pictures to the Division Directors and master cd to the Website Director.

Summary: This job title comes with a consistent workload over the year, increasing around Picture Day and the AGM. Planning ahead and utilizing the large volunteer force (parents) is your top priority. Being a good communicator and having the ability to work with others is an asset. The Secretary has the full support of the Executive. Be creative, Vernon Baseball is always looking for ways to improve.