

CGYFL Secretary Duties

Dedication

The secretary must give up personal time and attend meetings that benefit the players and football program. He / She generally has excellent organizational and communication skills needed to work with the CGYFL Football Board Members. The Secretary is part of the fundraising committee.

Communication

The football club secretary keeps a list of all members, including the name, address, telephone number and email address of each one. She contacts club members and informs them of coming meetings and events, including fundraisers and games. If any issues arise, the secretary contacts the grievance officer, athletic director, president or vice president for resolution. All members include coaches, team managers and board members. The Secretary shall be responsible for the coordination of scheduling volunteers for parents to meet their volunteer time commitments.

Record Keeping

The Secretary keeps accurate records of each meeting's minutes or a detailed timeline of the meeting. The Secretary keeps the minutes on file and reads the minutes from the previous meeting each time the club gathers. The club members vote to accept or amend the minutes. If they make changes, the club members then vote to adopt the minutes that become part of the club's records.

The Secretary retains the information for the annual report and submit the report to the league treasurer every January.

The Secretary shall plan the meeting under the direction of the chairperson and send out notice of the meeting to all participants well in advance, along with the meeting notice the secretary will include an agenda, minutes of the last meeting and any handouts that will be discussed during the meeting.

The Secretary will provide a paper copy of the agenda, minutes from the last meeting and handouts, even if those items were e-mailed to participants ahead of time.

The Secretary can tape record the minutes during the meeting. Making sure the notes are thorough and easy to transcribe afterward.

The secretary will take roll call or pass around an attendance register at the beginning of every meeting.

The Secretary will follow up after the meeting, using the organization's standard minutes template or the one provided in "Robert's Rules of Order, to transcribe the notes from the meeting, then will submit the minutes to the chairperson for approval. If guest speakers were present at the meeting, send thank-you notes to them. If meeting participants were assigned tasks during the meeting, send them timely reminders of those tasks afterward

Preseason

The secretary will provide and handle the all the player registration forms.

The secretary keeps an accurate record of the players, often referred to as the roster.

The secretary generally has a copy of each football player's forms on file, should any questions arise regarding eligibility.

The secretary maintains physical records and other documents required by the league federation and prepares the team managers books with these files.

The secretary trains all team managers on how to maintain the team books and rules regarding team managers.

Postseason

The secretary collects all books and forms from managers and coaches and maintains and files all paperwork under the season or year of play.