



# Secretary

**Beaumont Soccer Association Board of Directors**

March 2025

## Mission

Beaumont Soccer ~~Association~~Association will continue to provide technical training, regular practices, and competition at all age levels. BSA promotes the development of self-esteem, skill development and competition while creating respect for each other ~~in and p~~in and sportsport. We commit to ensuring that any child that is interested in playing soccer will have the opportunity by offering an inclusive program.

For more information, please visit BSA's website at [www.beaumontsoccer.com](http://www.beaumontsoccer.com)

## General Duties and Responsibilities

The board secretary's duties help protect a nonprofit organization. Board secretaries have a variety of duties and responsibilities including:

- Schedules board meetings
- Assists in board member orientation
- Takes attendance at board meetings
- Takes accurate meeting minutes and getting them approved
- Maintains board records
- Ensures secure storage of official board documents and contracts
- Tracks board member terms
- Monitors legal compliance

The duties of this position include but are not limited to:

- Volunteer Position
- Prepares meeting minutes
- Prepares agendas as directed by the President
- Books meeting locations
- Contact members of Executive as necessary
- Act as a signing authority

The Secretary is part of the Executive Committee. The term for Secretary is one year and is voted in at the AGM.

## Qualifications

Ideal Candidates will have the following qualifications:

- Strong computer skills and experience with Microsoft office and Microsoft Teams
- Strong written communication skills
- Ability to work well in a group
- Motivated to work independently as needed
- Comfortable speaking in front of large groups