

Centennial Lacrosse Association Board and Coordinator Job Descriptions

Secretary

Required to be at all board meetings, pre-tryout meeting, post-tryout meeting, available every day of tryouts, both in person registration sessions and any other scheduled meetings.

The secretary is responsible for:

- Make certain CLA Annual Meeting is well publicized
- Maintain CLA Documentation and provide this information to others as required.
 - Take minutes from all the meetings and publish them for review at the next meeting.
 - Provide the publisher of the Newsletter with any pertinent information for the membership
 - Maintain files of all documentation, reports and correspondence.
- Field calls throughout the year concerning the CLA program.
- Handle any special situations that come along (awards, deaths, etc. regarding board members, ex-board members and others).
- Set up the annual meeting, handles the voting process (names, papers, counting, reporting to the President, etc.).
- Responsible for maintaining CLA Web-site (would be under web-master if that position existed)
- This position is expected to take on some limited additional responsibilities.
- Responsible for maintaining web-site HOME page, and assisting all board members with maintenance of their particular pages.
- Responsible for posting of all CLA related items in a timely manner (i.e. tryout results, tournament results, tournament brackets, etc.)
- Any additional computer related issues that come up within the association.