



Canadian Team Handball Federation
Fédération Canadienne de Handball Olympique

www.handballcanada.ca

SECRETARY

The Secretary shall communicate the dates and times of Board Meetings, Presidents' Meetings and AGMs respecting prescribed timelines. The Secretary will be required to attend to all the meetings of the Board of Directors, Presidents' Meetings and AGMs. It is also the responsibility of the Secretary to communicate the existence of a quorum (or not) in order to carry on with the meetings. The Secretary will be responsible for the documentation of all amendments to the Federation's bylaws; will ensure that all official documents and records of the Federation's bylaws, will ensure that all official documents and financial records of the Federation are properly kept.

GENERERAL RESPONSIBILITIES:

- Responsible to keep record of the meeting minutes of all official meetings
- Responsible to keep the meeting minutes books of all official meetings
- Responsible to maintain and update CTHF website to promote events and activities;
- Responsible to maintain and update CTHF social media marketing strategies including, Facebook, Twitter, and other social media outlets;
- Ensure consistent marketing messages both internally and externally.