



Members of CHBA:

I have been asked to write my platform for the role of Secretary. I have attached the job description for this position for your reference. My platform:

- 1) **Kids come first.**
No matter what I am doing, the kids will come first.
- 2) **I can perform all of the required duties for the role.**
My professional career has me signing off, reviewing and approving meeting minutes for large projects throughout Canada. I am required to be diligent in all details of my work from contract negotiations, engineering, safety, budgets, and execution.
- 3) **I ask the hard questions.**
Since the kids come first, no question is stupid. If nothing is said, nothing will ever be changed. One year is too late and becomes wasted, we need to ensure we do not wait too long to ask or get something done.
- 4) **I make things happen.**
When completing projects, or life in general, I am going to do whatever it takes to make it happen. Dog on a bone mentality.
- 5) **Secretary is a title.**
I am here to give and support all areas wherever needed for our kids.
I love hockey. I can talk the competitive language and can also talk the love of the sport language. For this reason, I can support other areas within the Executive to ensure we are giving the best product to you and your families.

I do not intend to take this role strictly to take meeting minutes and inform members of meetings. I intend to take this role to get on the org chart, so I can ask questions, rattle chains and see what we can change, or improve so that we can instill character, foster a love of sport, and develop hockey skills in our children. This is in alignment with CHBA's overall objective.

I can sit in any meeting and provide input into the discussion, whether it is discussing budgets (I manage projects and have an accounting background), discussing AAA level development, or discussing how to instill grass roots love of sport at a U7-feathers level.

For the first year of my tenure I intend to:

- 1) Fulfill all duties described in roles & responsibilities and support wherever needed within CHBA.
- 2) Gain understanding of Executive operations.
- 3) Champion/lead 2 programs or changes within the organization.
- 4) Increase efficiencies within the Secretary role so my successor has an easier job to do (*cough cough* A-I where ya at *wink wink*).

Warning. I am not taking this role to attend meetings and sit idle. I am coming in hot, eager and ready to go. If you want someone coming in fired up ready to fight for the kids and wants to give a good product on and off the ice.....

I am your Secretary.

Sincerely,
Ryan Monminie



Cole Harbour Bel Ayr Minor Hockey Association
Executive Job Descriptions

Secretary

Responsibilities

- Keeps an accurate record of the proceedings of all meetings of the Association and Executive
- Accepts applications for Executive positions and notifies the candidates of their election
- Causes notice to be made as detailed in By-Law # 3 advising Association members of General Meetings
- Notifies Executive members of all meetings and prepares the agenda
- Is custodian of the books and records, and the minutes of all the meetings of the Association
- Ensures that the Registrar of Joint Stock Companies receives any amendments to the Bylaws, updated information on the Executive and payment of annual fees
- Book rooms for meetings.

Desirable Qualities:

- Attention to detail
- Strong writing skills, including appropriate use of spelling and grammar rules
- Keyboarding and word processing skills

Additional Notes:

- Is expected to regularly attend Executive meetings
 - According to the Association Bylaws, the seal of Cole Harbour Bel Ayr Minor Hockey Association shall be in the custody of the Secretary and may be affixed to any document upon resolution of the Executive. As of 2006, that seal has been permanently lost. The seal is no longer required by law to make documents binding.
- Cole Harbour Bel Ayr Minor Hockey Association