MANITOBA CRICKET ASSOCIATION INC.
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Executive Secretary – Roles and Responsibilities

The Secretary is responsible for ensuring accurate records, effective communication, and proper administrative support to the Board of Directors of the Manitoba Cricket Association (MCA), in accordance with the MCA By-Laws, policies.

Records & Documentation

- Maintain all official records of the Association, including:
    - MCA By-Laws, policies, and Board resolutions
    - Minutes of Board meetings, Annual General Meetings (AGM)
    - Register governance documents as required
- Ensure records are securely stored, organized, and available to the Board as required.

Meetings & Minutes

- Work with the President to arrange and schedule Board meetings, AGMs.
- Assist the President in drafting agendas for Board meetings and General Meetings as needed.
- Record accurate and complete minutes of all meetings and ensure timely circulation to Executive/Board members.
- Maintain an official archive of approved minutes.

Board Communications & Follow-Up

- Conduct official Board correspondence via email only, unless otherwise directed by the Board, to ensure transparency and proper record-keeping.
- Follow up on Board decisions, action items, and resolutions, and maintain records of outcomes and responses.
- Ensure notices of meetings and official communications to the board are issued in accordance with MCA By-Laws.

Governance & Compliance Support

- Support the President and Board in ensuring compliance with MCA By-Laws, policies, and Sports Manitoba governance standards.

- Ensure governance documents are kept current and updated following Board or member approval.

General Duties

- Perform other duties as assigned by the President, consistent with the role.