



MANITOBA CRICKET ASSOCIATION INC.

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League Secretary Roles and Responsibilities

The League Secretary is responsible for the administrative, communication, and record-keeping functions of the league and the League Competition Committee, ensuring efficient operation in accordance with Manitoba Cricket Association (MCA) bylaws, policies, and Executive/Board directives.

1. Administrative Support

- Serve as the principal administrative officer of the League Competition Committee.
- Work closely with the League Chairman to ensure effective planning, coordination, and execution of league activities.
- Support the smooth operation of all league meetings and related administrative processes.

2. Meetings and Records

- Prepare and circulate notices of meetings, agendas, and supporting documents in consultation with the League Chairman.
- Record accurate minutes of all League Competition Committee meetings.
- Maintain an organized and secure record of:
 - Meeting minutes
 - Motions and decisions
 - Attendance and quorum verification
- Circulate approved minutes to committee members and submit them to the MCA Executive.

3. Communication

- Act as the official communication channel for league matters between:
 - League Competition Committee members
 - Divisional representatives
 - Clubs and teams
 - MCA Executive/Board of Directors
- Ensure timely distribution of league decisions, schedules, rules, and official notices to all stakeholders.
- Receive and properly log correspondence related to league operations and competitions.

4. Documentation and Compliance

- Maintain official league documents including:
 - Divisional representatives' nominations
 - Approved schedules and playing conditions
- Ensure all league documentation complies with MCA bylaws, policies, and Board-approved decisions.
- Assist the League Chairman in ensuring that league processes follow approved governance and policy requirements.

5. League Operations Support

- Assist in the coordination and circulation of:
 - Match schedules
 - Playing rules and local conditions
 - League notices and amendments
- Support the League Competition Committee in implementing decisions once ratified by the MCA Executive/Board.
- Maintain historical league records for reference and continuity.

6. Reporting

- Assist the League Chairman in preparing reports and submissions for the MCA Executive/Board.
- Ensure all required league documents are submitted to the Board within prescribed timelines.

7. Ethical Conduct and Neutrality

- Perform duties impartially and in the best interests of MCA and the league.
- Maintain confidentiality of sensitive league and disciplinary information.
- Avoid conflicts of interest and refrain from advocating for personal or club/Team interests while acting in the role.

8. Other Duties

- Perform additional duties as assigned by the League Chairman or directed by the MCA Executive/Board, consistent with MCA governance policies.