# Honorary Secretary

### Key Responsibilities

### Correspondence

- Act as one of the first points of contact for the Munster Branch with regard to sub-committees, clubs/schools, Hockey Ireland and outside agencies.
- Ensure that all correspondence is responded to promptly and as appropriate.
- Ensure that all correspondence received is communicated to the appropriate Branch members in a timely manner.

### Meetings

- Attend Board Meetings.
- Ensure that minutes of meetings are recorded either by self / agreed Recording Secretary.
- Send minutes of Board Meetings to members in advance of following meeting.
- Prepare Agenda for all Board meetings and distribute to members.
- Remind members of sub-committees to forward reports.
- Bring to the Board Meeting all relevant correspondence and reports.
- Take notes at meeting regarding follow up tasks.
- Attend meetings at the request of the Board on matters relevant to Branch business.

### AGM

- Check the Constitution of the MBHI for correct procedure.
- Send out notice of AGM
- Collate all proposals in logical order and send to relevant recipients.
- Collate all sub- committee annual reports and circulate in advance of the meeting
- Prepare attendance sheet in accordance with the information received.
- Ensure that AGM minutes are recorded either by self / agreed Recording Secretary.
- Have minutes available for next Board meeting.

**Hockey Ireland**

- Usually first point of contact from Hockey Ireland to convey information to the Board or the clubs/schools.
- Respond in a timely matter if required.

**Affiliated Branches of HI**

1. Point of contact for the sharing of information on Interprovincial Tournaments.
2. When hosting an Interprovincial Tournament send out information on venue, match schedule and relevant invitations.
3. When not hosting ensure that Branch Team Management is informed of arrangements.