

# Nomination Form for Secretary

*Rosemont Soccer Club*

*Term is January 1, 2018 until December 31, 2018*

## 1. Criteria for Eligibility:

- a) A Willingness to promote Rosemont Soccer Club and to adhere to our mission statement.

## 2. Position Description:

- a) The secretary shall be responsible for recording and distributing minutes of all meetings.
- b) Contacts board for all meetings.
- c) Responsible for all communications from the League.
- d) Maintain the clubs Forms; Answers and Directs email and communications between Board Members and Public.
- e) Other duties may be required, as the Board deems necessary.

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Name of Nominee: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Email: \_\_\_\_\_

Divisions / Years in league \_\_\_\_\_

**Please fill out the form, save it to your computer and Email it to**  
**[Secretary@rosemontsoccer.org](mailto:Secretary@rosemontsoccer.org)**

**\*\*Application Deadline: Must be received by December 11, 2017\*\***