**Nomination Form for Secretary**

*Rosemont Soccer Club*

*Term is January 1, 2020 until December 31, 2020*

1. Criteria for Eligibility:

1. A Willingness to promote Rosemont Soccer Club and to adhere to our mission statement.

2. Position Description:

1. The secretary shall be responsible for recording and distributing minutes of all meetings.
2. Contacts board for all meetings.
3. Responsible for all communications from the League.
4. Maintain the clubs Forms; Answers and Directs email and communications between Board Members and Public.
5. Other duties may be required, as the Board deems necessary.

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 1, 2019\*\***