

Nomination Form for Secretary

Rosemont Soccer Club

Term is January 1, 2019 until December 31, 2019

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.

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

****Application Deadline: Must be received by December 15, 2018****