

My name is Nicole Poplar, and I am applying for the position of Secretary with the Cole Harbour Bel Ayr Minor Hockey Association.

I have been involved with my son's team since he started playing hockey in 2019/2020. I was the 50/50 coordinator for his first year and have been a manager for his team since. I also am the Registrar for the Joe tournament and have been for two years.

Outside of hockey, I sit on my children's Home and School committee, and have for seven years. I am currently the Secretary for Home and School Committee. In my professional life I am an Administrative Assistant for the Manager of the Emergency Department, Trauma Program and Atlantic Poison Centre at the IWK. My everyday consists of organizing interviews, tracking staff education, order necessary supplies, organizing education days, being a point of contact for staff when they have questions, attending various meetings and minute taking to name a few.

I believe with my knowledge and skill set in both my professional life and volunteer roles I would be a great fit for this role.

Thank you for your consideration.