

Secretary Role Description

Approved by BOT 8/9/04

Purpose of Position: To ensure that the affairs of the Board of Trustees and the Congregation are recorded, maintained and communicated appropriately.

Key Responsibility Areas:

1. Record the minutes of the meetings of the Congregation and of the Board of Trustees (hereinafter called the Board).
2. In the absence of the President, preside over meetings of the Congregation and of the Board.
3. Publish notices of Congregational meetings in accordance with the requirements in the Bylaws.
4. Act as Parliamentarian, to ensure that the conduct of meetings is in accord with the Bylaws, Board policies, and as needed, Roberts Rules of Order.
5. Arrange to have records of the Congregation maintained, including:
 - o Terms of office of board members
 - o Attendance records for services
 - o Archives of minutes, orders of service, etc.
6. Draft Board correspondence such as letters of thanks.
7. Assist the Board in other ways that may be determined.

Coordinates with: Board of Trustees, Minister, Communications Committee, Church Coordinator, Congregation members.

Budget Impact: office supply costs

Knowledge & Skills Required:

- Judgment and experience in group leadership
- Knowledge of parliamentary procedure
- Orderliness
- Writing and communication skills

Selected by: Annual vote of congregation

Current Staffing: Baird Bardarson