

SECRETARY
June 2007

Role: To create written records of activities during Executive Board meetings.

Responsibilities:

- Record minutes of meetings (especially Executive Board meetings, congregational meetings, and annual meeting)
- Obtain a copy of any written material distributed at meetings.
- Type the minutes.
- Distribute the minutes via e-mail attachment to the Executive Board members one week prior to the next meeting.
- Ask Executive Board members to read the minutes and make suggestions for corrections.
- Note corrections to the minutes and redistribute minutes as necessary via e-mail prior to the next Executive Board meeting.
- Minutes will be approved as part of the consent agenda.
- Notify Chairperson if unable to attend a meeting.
- Contact Fellowship Administrator for coverage when needed.
- Prepare proxy forms for all congregational meetings and make available 15 days before a meeting.
- Work with Chairperson to prepare an absentee ballot. Send via postal mail by the first Wednesday following the meeting to those eligible members who have notified the Membership Chairperson(s) of their intent to use post-meeting postal mail voting.
- Attend monthly Executive Board meetings.
- Attend annual congregational meeting and other special congregational meetings.
- Participate in end of year evaluation of Executive Board activities.
- Orient new Secretary as needed.
- Transfer materials to new Secretary as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing.