

January 2019

## **SECRETARY OF THE BOARD POSITION DESCRIPTION**

*The Secretary of the Board has responsibility for all non-financial records of the church and keeps accurate minutes of all meetings of the Congregation and the Board.*

Elected at Annual Congregational Meeting, term starting July 1 for three years.

### **Purpose of Position:**

- Maintain official minutes and documents for the Board of Trustees meetings, annual congregational meetings, correspondence from the Board of Trustees.
- Review by-laws each year with the assistance of an ad-hoc bylaws committee she/he recruits, and recommend changes that reflect decisions of the Board or the congregation

### **Responsibilities:**

- Attend monthly Board meetings and one additional monthly meeting that may be held electronically
- Prepare and distribute the minutes for all Board of Trustees and congregational meetings,
- For Annual Meetings and Special Congregational Meetings, assure that timely notification is given according to the church's bylaws, determine the composition of a quorum and notify the President. Prepare ballots, including absentee ballots, if there are issues other than nominations to be voted upon
- Store and maintain "official" documents of the Board of Trustees
- Act as a liaison from the Board to the congregation to ensure sharing of information.

### **Gifts Required:**

- Organizational and multi-tasking skills
- Writing and computer skills, including familiarity with current communication methods
- Ability to observe, summarize and give voice to ideas

### **Amount of Time Required:**

- Average of 4 hours a month to attend the Board of Trustees meetings
- Average of 2 hour a month to write the minutes to be distributed to the Board for approval at the next meeting, and then to post the approved minutes publicly, and in a storage system according to church policies
- Day for Board retreat or other board training
- Additional 2-4 hours per month according to specific congregational needs: Membership Review Committee (November/December), budget meetings (April/May) Annual meeting preparations (May/June)

**When Ministry is Performed:** Year-round

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**Length of Commitment:** Three years

**Training Provided:** Previous secretary should review general expectations, location of materials, Board's communication methods, with change of members (about 2 hours)

**Responsible To:** The Board of Trustees and the Congregation

**Support Provided By:**

- Other members of the Board
- Minister
- Church Historian
- Ad-hoc By-laws Committee

**Last revised:** March 2019