



Secretary Roles & Responsibilities

February 2018

Summary: The Secretary position consists of keeping records of the proceedings of business meetings of the Church and Board, keeping register of rolls, and having the care of records of the Church placed in his/her charge. As member of the Policy Board, the Secretary fulfills Policy Board member responsibilities, and as Officer, helps to create the conditions by which First Unitarian Church can live its mission and covenant.

Organizational Relationship:

- Elected by Congregation
- Member and Officer of Policy Board
- In absence of President, Treasurer, President-Elect, Chairs meeting of Policy Board

Key Responsibilities

- Keeps minutes of Policy Board
 - o Takes notes and clarifies wording of motions during the meeting.
 - o Converts the notes to minutes and shares them with everyone on the Board.
 - o Receives and makes corrections to the minutes (sometimes through email but finally during "approval of minutes" at the next Board meeting).
 - o Posts official copies of the minutes (in paper or e-versions or both)
- Keeps records of attendance and membership rolls (raw data from Church staff)
- Keeps records of births, funerals, and marriages with Minister and Staff
- Writes/posts such records in monthly newsletter
- Presents such records with analysis to policy board, particularly as impacts strategy and long term outlook
- Is ultimate keeper of church policies in coordination with Church Council
- Sign Church documents as appropriate
- Attends meetings of Policy Board
- As Officer, may witness signatures of new members

Other

Previous church leadership experience preferred

Key Relationships

Church President

Church Officers and Board Members

Ministers

Church Staff

Council Members

Committees

Congregation