

**SECRETARY  
Board Member**

Greenville Unitarian Universalist Fellowship  
1135 State Park Road ♦ Greenville, SC 29609

---

**MISSION STATEMENT:**

To facilitate decision making with the support of fellow trustees in a manner in which the Fellowship would concur that their interests and concerns are being respected and addressed.

**QUALIFICATIONS:**

Must be a contributing member of the Fellowship with an interest in the governance of the Fellowship. Has had previous committee experiences at the Fellowship or elsewhere. Takes initiative. Able to see the Fellowship's "big picture." Some understanding of taking notes and producing minutes of meetings.

**OVERALL RESPONSIBILITIES:**

In addition to fulfilling the general duties of a member of the Board of Trustees, the governing body of the Fellowship, the Secretary shall serve as the Secretary of the Board, ensuring that proper records are created and, after Board approval, maintained in the office and available to Fellowship members. All records of the Secretary shall be the property of the Fellowship.

**FUNCTIONS:**

1. Attend monthly Board meetings.
2. Record and prepare minutes of each Board and Fellowship business meeting, submitting them to the Board for approval in a timely manner.
3. Submit approved minutes, and appropriate official documents electronically to the Fellowship Administrator for filing.
4. See that proper records are maintained and available to members of the Fellowship.
5. Welcome & greet guests.
6. Witness new member signatures in the membership book.
7. Attend Fellowship functions as able.
8. Participate in policy and budget development.
9. Coordinate special projects or initiatives as appropriate.

**RESOURCES:**

By-Laws, especially Article V. Section A. Paragraph 4.  
Policies and other relevant documents  
Board/Program Council Notebook  
UUA website and training  
Long Range Planning Survey Data