

SECRETARY Job Description

Revised and approved by the Board: February 2024

MISSION STATEMENT: To facilitate decision making with the support of fellow Board members 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 Secretary shall serve as the Secretary of the Board, ensuring that proper records are created and, after Board approval, maintained 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. This includes taking minutes at any and all congregational meetings.
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. Participate in policy and budget development.
6. Coordinate special projects or initiatives as appropriate.

RESOURCES: By-Laws, especially Article IV. Section B. Paragraph 5d. Policies and other relevant documents Board/Program Council Notebook UUA website and training Long Range Planning Survey Data