

Responsibilities for Secretary

The Secretary has the following added responsibilities:

- Take accurate and clear minutes at all official Board meetings (Minutes template in Board Hub - make a duplicate each month)
- Secretary may consider using a transcription tool.
- Add a DRAFT copy of meeting minutes to the agenda for the next official meeting- located in Board Hub (Board members will approve them at this meeting)
- If an agenda has not been created yet for the next official meeting, you can create a new tab using format “MM/DD/YY” - and then duplicate “Board Meeting Agenda Template” and update name using format- “Agenda: MM/DD/YY Board Meeting”
- Following Board approval, update DRAFT label with APPROVED and maintain in Board Hub - work with staff to post approved minutes in a timely way.
- Use template in Board Hub to record a brief summary of activity at Board working meetings and include anything that needs to be continued at the next official meeting. This informal document is stored in the Hub and is not shared with congregation
- Work with staff to maintain the current Congregational Bylaws and Board Policies on the church website and in Guide
- The Secretary is responsible for taking minutes for all congregational meetings - to include all motions, votes and approvals - make a copy of the Congregational Meeting template in Board Hub and maintain DRAFT Minutes in Hub. These minutes will be voted for approval by church members at a later Congregational Meeting. Once approved, the Secretary assures they are shared to the church website Governance page.
- All Board Minutes are maintained in the Board Hub until the end of the year when they are then moved to Archive
- Partner with staff to ensure updates to Board policies are updated in the Guide and on the church website Governance page.
- At the start of the Board year, it is good practice to determine who will take Minutes in the event of your absence
- There may be other duties assigned by Board President or Senior Minister

Revision #1

Created 2026-03-13 05:04:34 CET by Gretchen Haley

Updated 2026-03-13 05:05:02 CET by Gretchen Haley