

UNITARIAN UNIVERSALIST CHURCH OF BLOOMINGTON | BOARD OF DIRECTORS

Position	Secretary
Length of Term	Two Years
Collaborative Relations	As determined.
Last Updated	March 18 th , 2018

The Secretary shall countersign all certificates of membership and keep a register of Members. Keep a record of the minutes of the meetings of the Members and of the Board of Directors. Have custody of all books, records and papers of this Corporation except such as are incident to the office of the President, Treasurer, Minister(s), or other officials of staff members.

In addition to Qualifications, Responsibilities, and Time Requirements of At-large Board members, the Secretary has the following additional attributes:

Qualification:

- Ability to take accurate, clear minutes.
- Ability to create PDF copies of minutes for posting to church website.

Principal Responsibilities:

- Record, distribute and maintain accurate minutes of Board and congregational meetings and ensure the minutes are made available to congregation members.
- Prepare for congregational meeting by printing or obtaining membership rosters and setting up check-in tables for congregational members
- Maintain the master copy of the current board policies by recording amendments, distributing current policies to Board members and the Executive Minister as needed and ensuring that current policies are accessible to all congregation members.
- Maintain the master copy of the Congregational Bylaws by recording amendments and ensuring that the current policies are accessible to all congregation members
- Announce the annual meeting and fulfill other duties as assigned by the Board bylaws.
- Sign membership certificates, usually once a year.

Time Requirements:

- Time prior to and after Board and Congregational meetings to prepare and finalize minutes and ensure they are posted.
- Time, as needed, to record amendments to Board policies and Congregational By-laws and ensure they are posted.
- Time, as needed, to prepare membership lists prior to Congregational meetings and to set up stations for member registration .
- Sign Membership certificates as necessary.