

UUFH
Shared Ministry Position Description

Position Title: Scribe

Cluster: n/a, President-recruited and Board Approved Position, Non-voting, business meeting attendee

Purpose of Position/Description:

To provide accurate records of Board of Trustees business meetings and decisions.

Responsibilities:

The Scribe supports the work of the Board in partnership with the Board Secretary. The Scribe takes notes of proceedings of Board of Trustees business meetings, circulates draft copies via email, incorporates comments and corrections, and presents minutes for approval at the next Board business meeting.

The Scribe provides a final copy of minutes following Board approval/acceptance to the Secretary as soon as is practical, generally within five days of approval. The Secretary is responsible for inclusion of minutes in permanent records and display in the glass case in the UUFH Foyer.

The Secretary has ultimate responsibility for all records collected during a term of office.

Additional participation may be requested of the Scribe by mutual agreement.

When is this ministry performed/Amount of time required:

The Scribe is expected to attend all Board business meetings, generally held on the third Monday of each month, plus special meetings if necessary. An estimated one to two hours per month are needed to transcribe and format minutes. Time may vary due to meeting content and/or comments and corrections to draft minutes' copies.

Qualifications:

Ability to maintain confidentiality regarding sensitive meeting content, plus basic word processing skills and access to a printer.

Training Provided:

Available as desired.

Support Provided:

Samples of previous minutes and correspondence are available, plus the assistance of the Board Secretary.

Board-Appointed?

No

Length of Commitment (or Term if Board-Appointed):

One year

Benefits:

Opportunity to provide accurate and timely information to leaders, members and friends through Board and Congregational meeting minutes. The Scribe's work supports our lay-led Fellowship ministry through confidential, sensitive and accurate records. Experience as Scribe may provide an introduction to Fellowship leadership prior to nomination to be a Trustee.

Prepared by: Jennifer Sappell

Approved by BOT on: [date]