

UUFH Shared Ministry Position Description

Position Title: Secretary **Board**

Purpose of Position/Description:

“The Secretary helps communicate the deliberations of the Board to the larger congregation, and records the minutes of the general membership at its meetings. As such she/he plays a vital role in achieving the democratic process that is precious to us as UUs.”

Responsibilities:

In addition to Board of Trustee responsibilities, the Secretary works with the Board Scribe who is responsible for preparing minutes, soliciting comments, corrections and approvals of minutes. The Secretary is responsible for maintaining records of final, approved minutes and other official records, including documents that supplement minutes. He/she circulates communications as appropriate, including posting of final Board-approved copies of minutes in the glass case in the UUFH foyer as soon as is practical.

Using an institutionalized reminder document, the Secretary reminds the Board of regular items for attention at Board business meetings.

He/she maintains an accounting of all elected or appointed terms of office as stipulated by bylaws.

Additional correspondence may be requested of the Secretary with mutual agreement.

According to UUFH bylaws:

The Secretary shall:

- 1) Keep an accurate record of the transactions of all Congregational Meetings of the Fellowship;
- 2) Notify the membership of all meetings and matters to be voted on by the Congregation;
- 3) At all Congregational Meetings, determine whether a quorum exists;
- 4) Accept petitions from Members of the Congregation;
- 5) Accept and publish nominations;
- 6) Review the status of affiliated organizations in accordance with Article X, Section 10.3.

Responsibilities 2-6 above may be shared with other Board Trustees members as appropriate.

When is this ministry performed/Amount of time required:

In addition to time normally required of a Trustee, an estimated two to four hours per month may be required, depending upon frequency of meetings and/or special projects.

Qualifications:

Basic word processing skills and access to a computer and printer.

Training Provided: Available if desired.

Support Provided:

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

Board-Appointed? Elected

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

One year.

Benefits:

Provides an opportunity to engage members and friends in congregational life through a variety of key congregational communications. The Secretary's work is a vital component of the Fellowship ministry.

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Approved by BOT on: [date]