

JOB DESCRIPTION

Job title: Secretary

Works collaboratively with: Senior Minister and Board of Trustees

A. General Description of Position

The Secretary of the Board of Trustees has the responsibility to further the mission of this ministry by accurately documenting the minutes of the board and other directives that are necessary for communication of matters that are pertinent to the organization's wellbeing. At all times, the Secretary is to uphold the wellbeing of the ministry through full filling the Mission of "Transforming Lives, Inspiring People to Make a Positive Difference in Our World" along with the spiritual cooperative within our community of members.

And in the areas of fulfilling the above intention the following areas of accountability are identified.

B. Duties and Responsibilities

In the area of Monthly Duties, we count on the Secretary for:

- Attending all scheduled Board of Trustee's meetings and recording in writing all minutes of these meetings.
- Attending all special Board of Trustee's meetings and recording in writing all minutes of these meetings.
- Typing the Board of Trustees' meeting minutes and sending them out to the rest of the Board of Trustees for review and acceptance within ten (10) days of the meetings.
- Providing meeting documentation in digital and hard copy for the official record of the ministry which is kept in the Center's office.
- Working with the Senior Minister and the other Board of Trustees members to establish a monthly calendar of Board of Trustees' functions and meetings.

In the area of Annual Meetings, we count on the Secretary for:

- Attending the Annual Membership Meeting.
- Reading the minutes from the last Annual Membership Meeting to the membership.
- Recording in writing the minutes of the Annual Membership meeting.
- Typing the minutes of the Annual Membership meeting and providing them to the Board of Trustees members for review.
- Filing the Annual Membership Meeting with the staff of the Administrative office of Unity Spiritual Center.

Holding this Executive Position does not preclude being accountable for all the areas listed for the General Board Member.