

SECTION 1.10

Job Description – Elected Position

Subsection 1.12

Secretary of the Board

Purpose:

The secretary of Board shall be the official secretary of the Congregation and shall keep a record of the proceedings of all of Church Board and Congregational meetings. This individual shall keep a file of all reports and correspondence and serve as the official correspondent of the Church.

The Church Board Secretary shall be the official custodian of all legal papers and shall countersign the legal documents and other instruments required to be signed by the Chairman.

The Church Board Secretary shall serve all notices required either by law or by the bylaws of the Congregation and in their absence, inability, refusal or neglect so to do, such notice may be served by any person thereunto directed by the Chairman of the Board.

The Church Board Secretary shall perform such other duties as they may be required by the laws of the State of Washington, the Church Board, and the By-Laws of the Congregation.

Duties:

Take minutes of all church board, congregational meetings, and church council meetings and distribute the minutes to the church board members, and related personnel.

Collect and file important papers and correspondence regarding the church in the secretary's book. These include, but are not limited to, the monthly treasurer's report and the monthly pastor's report.

Prepare Deacon Nomination Ballot, notify nominees, and report the results to the church board.

Prepare the Church Board Report for the annual report book.

Prepare Agenda and Ballots for the Annual Meeting.

Prepare the Notice of Meeting for the annual meeting as well as any special congregational meeting.

Prepare yearly church board devotions schedule. Prepare 'tickler file' for reference of monthly task to be completed.

Prepare Nonprofit Corporation Annual Report for the Washington State Secretary.

Prepare yearly State of Washington Department of Revenue Property Tax Division Certification.

Administer background checks and maintain a record of clearances of all Sunday school teacher applicants, paid church staff, and Church Board members in accordance with the Washington State Patrol "WATCH" program (Washington Access to Criminal History) – See Menno Child/Youth Safety Policy

Perform other duties as may be assigned or requested.

See also Amended By-Laws Article VI - Qualifications and Duties of Officers, Section 5

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