



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

RECORDING SECRETARY

Job Description

Overview / Purpose

To record, distribute and maintain the minutes of the Administrative Board.

Qualifications

Be able to transcribe oral reports and organize written reports into cohesive minutes of the meeting of the Administrative Board

Responsibilities

- Take minutes at each Administrative Board meeting
- It is helpful to record the meetings
- Have a membership roll available at each meeting and add this role to the minutes
- Coordinate with the Director of Communications to post minutes from the Administrative Board meeting to the church's website.
- Have minutes available from the previous meeting to read if necessary at the Administrative Board meetings.
- Keep a binder of all minutes, reports, etc
- Serve as recording secretary for the Charge Conference

Other Committees you will serve on:

- Administrative Board

CORE VALUES

SCRIPTURE: Led by God's Word

LOVE: Growing in God's Grace

HUMILITY: Walking w/God

SERVANTHOOD: Living as God's Servants

MISSION: Reaching out in God's Love, Justice & Mercy