

Secretary Duties and Tasks

Secretary Overview

The Community Secretary records minutes of the board meetings, sends them out to the board members and the community webmaster following the meeting, maintains permanent records of board minutes and maintains correspondence with other communities.

Secretary Staffing

Secretary- (1) Member of Emmaus Community Board. The secretary serves a full calendar year from January to December. The secretary is eligible to serve in that role for up to three years if desired.

(1)- Helper/Assistant who is on the board who could take minutes if needed due to the secretary being absent.

Secretary General Tasks

1. Records the minutes of all Board meetings and sees that all Board members and the community webmaster receive a copy.
2. Maintains the files of past Board minutes and backs up electronically
3. Handles Community correspondence with other communities, churches and boards as necessary, maintains community member directory of addresses and phone numbers as directed by the Chairperson.

Updated by Kerrie Zeuch on 9/1/23