

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: Secretary to the Congregation

Service Opportunity Brief Description:

The Secretary acts as clerk to the Board, keeping a record of the proceedings, preparing draft and final minutes of Board meetings and annual retreat, and coordinating with office staff for their availability to the congregation. In addition, the Secretary prepares minutes of all congregational meetings. The Secretary must also possess the skills and perform the tasks identified in the general Board of Trustee description.

Service Opportunity Detailed Description:

The Secretary is an officer of the Society and member of the Board of Trustees, attending all monthly Trustee meetings and congregational meetings.

The Board of Trustees serves as the governing body of the Society. It is primarily a policy making and visioning body, guiding and leading the congregation, while leaving oversight of the day-to-day operation and decision making to the Ministries and Operations Team, which reports to the Board. It provides leadership to ensure that the mission of the Society is being served, develops policies and plans that define direction and ensure financial stability, and provides monitoring and oversight of all ongoing operations.

The Board is ultimately responsible for the management of Albany UU – its property, business and financial affairs - and for supervision of the staff. But as a practical matter, the staff supervision is delegated to the minister, and daily management of the organization is delegated to the minister, staff, and the Ministries and Operations Team. The Board ultimately is answerable to the members of the congregation who elect them.

The Board meets monthly. Once a year on a Saturday there is a retreat. Board members are expected to take on responsibilities outside these meetings. For instance, there are a number of committees which require a Board liaison, including the Personnel Committee and the Safe Congregation Response Team. And there are a number of Board initiated teams where Board members are expected to lead and/or participate.

Each odd-numbered year, a Secretary is elected to a two-year term. No person may serve more than five consecutive years in the position. This service opportunity requires approximately 9 hours per month on average over the course of a year.

Length of Service Commitment: 2 years

“This opportunity will enable you to play a key role in communicating the actions and intent of the Board to other leaders and members of the congregation.

Skills Needed:

With both Secretary and Trustee duties, the Secretary must be comfortable taking notes while still able to participate in meetings, discussing and voting on the meeting’s agenda items.

Training, assistance, and safety requirements:

The church administrator is available to train the Secretary in arranging the availability of meeting minutes to the congregation.

Number of positions available: 1

Key words: write