

Journey With Christ

Position Description: Secretary

“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.” - 1 Peter 4-10

General Qualifications

- Live the life of a disciple daily through:
 - Prayer
 - Study
 - Service (action)
- Regularly attend a local church
- Actively participate in the Journey With Christ (JWC) Community:
 - Serve on at least one Journey Team each year.
 - Serve on Love Team and attend JWC weekend services (Send-off, candle light, Closing) at least once per year.
 - Pray for Directors, Team members, Board members, Community, and other Journey With Christ needs.

Secretary Specific Responsibilities

JWC Board Responsibilities:

- Participate in JWC Board Meetings to include:
 - Provide a report of activities since the last JWC Board Meeting.
 - Recommend changes to JWC Policies or Bylaws to address lessons learned.
 - Nominate Director candidates.
 - Nominate Board member candidates.
 - Participate in Board discussions.
 - Make motions.
 - Second motions.
 - Vote on motions brought before the Board.
- Participate in Board discussions that take place outside of official meetings (generally email discussions).
- Keep the Community informed of Journey With Christ activities, issues, and needs.
- Inform Board of Community issues and needs.
- Serve on a JWC Committee

Secretary Specific Duties:

- Before Board Meetings:
 - Request written reports from board members
 - Request an agenda from the President

Journey With Christ

Journey With Christ

Position Description: Secretary

- Distribute any written reports, letters, previous minutes, and an agenda to Board members
- During Board Meetings:
 - Keep the Minutes
 - Keep attendance
 - Present previous Minutes for approval
 - Record motions (and amendments) including who made them, who seconded them and whether passed or not.
 - Record action items
- After Board Meetings:
 - Type up Minutes and distribute to board members promptly after the meeting
- Beginning of the calendar year:
 - Remove Past president from the JWC account and add the current President to the account
 - If a new Treasurer comes on the board then remove the previous Treasurer and add the new one to the JWC bank accounts
 - Agenda items to include
 - Covenant Agreement. Bring prints of the covenant agreement to the meeting for new board members to sign.

“And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another.” - Hebrews 10:24-25