

POSITION DESCRIPTION

Name of Position

Secretary, Board of Directors

Responsibilities

1. Keep the minutes of all meetings of the Congregation and Board of Administration
2. Serve as a member of the Executive Committee, providing input and assistance as requested
3. Serve as liaison to one standing committee

Qualifications

1. Commitment to the mission and vision of St. Philip's Lutheran Church
2. Language and word processing skills; prompt and dependable
3. Ability to work as a team member
4. Ability and willingness to give support to other members of the Board of Directors and Executive committee members

Amount of Time Required

Average of five to six hours per month

- two hour Executive Committee meetings as scheduled
- three to four hours per month Board of Administration meetings as scheduled

When Ministry is Performed

Monthly or bimonthly meetings as determined by the Executive Committee.

Length of Commitment

One year, with the option to serve a second one year term

Responsible To: Congregational President

Support Provided

1. The support and encouragement of staff and other Board members.
2. A response to your requests for training and/or information that you feel is needed to fulfill your position and make it a rewarding and growth-filled one for you.
3. Welcome and respect for your suggestions and opinions regarding the shared ministry program.

Last Reviewed

November 2006