

## **POSITION DESCRIPTION**

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### **Name of Position and Team/Task Force**

Secretary, Global Missions Ministry Team

### **Purpose of Position**

Provide minutes of each meeting to the Chairperson so he/she may review and distribute to the committee members. This ensures that committee members are aware of the action items he/she may have volunteered to do. The minutes also provide a record of activities, action items, etc., that transpired during the meeting.

### **Responsibilities**

1. Take minutes at each meeting
2. E-mail minutes to chairperson, who reviews and forwards to committee members

### **Qualifications**

1. Ability to take minutes
2. Literacy

### **Amount of Time Required**

One to two hours each month, possibly a little more when Mission's Festival Weekend occurs

### **When Ministry is Performed**

Monthly and as planned

### **Length of Commitment**

Prefer a two year commitment, but will be open to a one year commitment

### **Training Provided**

Learn by participation

### **Responsible To**

Chairperson and Benevolence and Social Concerns Committee

### **Support Provided**

Chairperson and members of the committee

### **Last Reviewed**

September 2006