

RECORDING SECRETARY

The Recording Secretary shall faithfully keep and sign the minutes of all meetings of the Voting Members and of the Board of Trustees, and maintain them in a permanent record. He/she shall also conduct all authorized correspondence and issue all official notifications. He/she shall have custody books and other documents and papers of the congregation entrusted to him/her. He/she shall represent, or be represented, at all elections to establish the eligibility of the voters and certify the results of the elections.

The duties of the Secretary include:

1. Attend all Board and congregational meetings.
2. Take notes on all resolutions and issues discussed and to type the minutes as a permanent record.
3. Publish promptly the minutes of Board and congregational meetings.
4. Create correspondence as required for Board business.