



SECRETARY

A member of the Board of Directors of the Denton Area Emmaus Community (DAEC), the Secretary shall maintain the community meeting and decision records.

Responsibilities:

- Attendance at regular and emergency board meetings.
- Provide meeting documentation (minutes) including but not limited to Board member attendance, motions, votes, reports made, decisions and tabled discussions, as well as final minute approvals.
- Research historical decisions if/when needed.
- Perform such other duties as the Board of Directors may prescribe or the Chairperson may designate.

Custodian of records:

- Keep the records of community minutes, storing an electronic version on the DAEC secured website.
- Insures approved minutes are signed by the secretary and a printed copy is filed in the annual binder.
- Maintains and stores annual binders.
- Ensures records are available when required by Board members and/or The Upper Room.
- Insure that all treasury recordings are filed with Board minutes or the DAEC website.
- Insure annual election ballots are stored with the minutes.

Characteristics should include:

- Strong organizational skills.
- Strong communication skills.
- Excellent time management and prioritization skills.