

Secretary: position duties

Specific to Upper Room SVEC 2020

The Secretary is a member of the Board of Directors and an elected officer. In addition to general Board participation for Emmaus policy, this individual :

- The Secretary shall attend all meetings of the Board of Directors and shall have the responsibility for preparing and maintaining custody of minutes of the directors meetings and for authenticating records for the Corporation.
- The Secretary shall keep or cause to be kept a book provided for the purpose of a true and complete record of the proceedings of all meetings.
- The Secretary shall attend to the giving of all notices and shall perform such other duties as these Bylaws or the Board of Directors may prescribe.
- The Secretary shall maintain an album of Walk Pictures, adding successive photos and identification pages for each Walk. The Album should be displayed at most Gatherings and special events.
- The Secretary shall maintain a Power Point Presentation of Walk Photos that is to be loaded onto the Community Computer and projected by the Music Director at Candlelights and Gatherings as appropriate. It will be necessary to acquire each Walk photo from the Agape Coordinator at the conclusion of the Walk(s)

