

SVEC Secretary's Duties

Specific to Upper Room SVEC 2020

The Secretary serves as a member of the Board and has the same role to play as other Board Members in managing policies and the general health of the community.

Additionally the Secretary has the very specific job of

- recording minutes of Board meetings,
- disseminating those minutes to Board members as soon after the meeting as possible (electronically) and
- maintaining custody of the logs of minutes recorded through the years.

The Secretary may act for the Board with communications on behalf of the Board, such as cards of appreciation, condolence, and other communications.

The Secretary maintains a photo album of Walk Pictures, adding successive photos and identification pages for each Walk. The album(s) should be displayed at Gatherings and special events when practical. It will be necessary to acquire each Walk photo from the Agape Coordinator at the conclusion of the Walks. (Can usually be done electronically.)

The Secretary maintains a Power Point Presentation of Walk Photos that is to be loaded onto the "Community Computer" (Music Director's) and projected by the Music Director at Candlelights and Gatherings as appropriate.