

Born Again Emmaus Community
Responsibilities and Duties

Community Secretary

(A Board-elected, one-year term to be held by an elected, voting member of the Community Board. Option to extend tenure additional year(s) if individual continues to hold an elected position and the Board approves.)

March 2019

Responsibilities:

1. Be active in an Emmaus Reunion Group or similarly structured weekly accountability group.
2. Regularly attend Born Again Emmaus Community Board Meetings and Gatherings.
3. Attend Board Training annually.
4. Computer skills in Windows Office Suite, especially WORD, PPT and EXCEL.
5. Protect the intent and integrity of the Emmaus Movement and Model.

Duties:

1. Work in direct communication with the Community Lay Director for the well-being of the Born Again Emmaus Community.
2. Attend all Board meetings to document minutes and voting outcomes. Distribute minutes to the Community Lay Director within ten days following a Board meeting.
3. Read minutes at monthly Board Meetings if necessary.
4. Record Board approval of the minutes.
5. Record and maintain record of Board meeting attendance and absences in the minutes.
6. Maintain copies of minutes from Board meetings and correspondence.
7. If the Secretary cannot attend the Board Meeting, a suitable substitute (from the Board membership) shall be obtained in advance of the meeting.
8. Distribute correspondence and information to all Board members as directed on behalf of the Lay Director, Assistant Lay Director or Treasurer in a timely manner consistent with guidelines.
9. Attend monthly Fourth Day Gatherings to keep all Board members updated on community announcements, issues, concerns, etc.
10. Preside over scheduled Board meetings in the absence of the Lay Director and Assistant Lay Director.
11. Maintain a file of all Board position Job Descriptions.
12. Perform such other duties as directed by the Lay Director.
13. Check Emmaus "mailbox" at First United Methodist Church on a regular basis (but no less than once per month)
14. Check the Born Again Emmaus Community Post Office Box located at the Boerne Post Office on a regular basis (but no less than once per month)