

Unitarian Universalist Church of Cheyenne
Secretary, Board of Directors
DRAFT – April 2014

1) Responsibilities outlined in the by-laws

- a) Keeps minutes of Board and congregational meetings.
- b) Posts Board meeting minutes on bulletin board.
- c) Notifies membership of congregational meetings.
- d) Serves a one-year term.

2) Board of Directors meeting responsibilities

- a) Attends the majority of Board meetings and retreats.
- b) Serves as a member of the Executive Committee of the Board.
- c) Has voting privileges within the Board.

3) Communication responsibilities

- a) Ensures that the Church Administrator has copies of all documents presented at Board meetings.
- b) Provides welcome/count/close at Sunday service on a rotating schedule.
- c) Reads and responds to email on a regular basis.