

Administrative Board Secretary
Ministry Position Description
Bethel United Methodist Church (September 2009)

The secretary of the Administrative Board shall keep accurate records of the proceedings and actions of the Board and shall be the custodian of all records and reports. The secretary should urge all members of the board to register their attendance upon arrival at each meeting and use the registration form to check attendance at each meeting. The secretary shall also serve as the recording secretary at all sessions of the Charge Conference.

The Administrative Board meets 4th Monday, 6:00 PM bi-monthly beginning in January with called meetings as necessary.

Charge Conference is held annually in the fall.