

Presbyterian Women in the Synod of the Covenant

Job Description: **SECRETARY**

Purpose: To keep accurate records of the Presbyterian Women in the Synod of the Covenant.

Accountability: To the Coordinating Team of Presbyterian Women in the Synod of the Covenant (PWSOC/CT) and Presbyterian Women in the Synod of the Covenant (PWSOC).

Responsibilities:

1. Serve on the PWSOC/CT, attend all meetings of the CT and the PW Synodwide Gathering unless excused by the Moderator.
2. Serve on and keep up-to-date minutes of the meetings of PWSOC, PWSOC/CT, and the Facilitating Committee.
3. Conduct the correspondence of the organization as instructed by the Moderator and/or the PWSOC/CT.
4. Distribute copies of the minutes to all members of the PWSOC/CT within one month of the CT meeting.
5. Notify PW staff in Louisville, the Executive of the Synod and the Stated Clerk of Synod the names, addresses, and emails of elected and appointed leaders and any changes as they occur.
6. Act as the custodian of the bylaws and revisions, standing rules, and job descriptions.
7. Keep records and give these to her successor within one month of leaving office.