

5.2.3 **Secretary**

5.2.3.1 **Task Areas & Descriptions**

1. Attend and actively participate in Board Meetings.
2. Participate in Emmaus Community gatherings.
3. Be actively involved in a reunion group.
4. Record minutes of all meetings of the Board of Directors.
5. Maintain a permanent record of all minutes and official Board actions.
6. Maintain all records of the organization (including committee reports) and keep an up-to-date list of all Board members.
7. Maintain a permanent record of the Articles of Incorporation, Bylaws, & Bylaw amendments of Northern Colorado Emmaus Community.
8. Notify all Board members of each Board meeting in coordination with the Chairperson of the Board.
9. Ensure each Board member has a complete & current manual consisting of The Upper Room Handbook on Emmaus; The Walk to Emmaus Director's Manual; Team Manual – The Walk to Emmaus, Talk outlines, Lay Director's schedule; Articles of Incorporation; & By-laws of Northern Colorado Emmaus, Inc.
10. Distribute copies of minutes to all Board members as soon as possible after the monthly Board of Directors meeting.
11. Maintain an archive of the growth & development of Northern Colorado Emmaus Community.
12. Maintain and update the NCEC Board of Director's Manual as needed.
13. Maintain an attendance record of all NCEC Board of Director's meetings.
14. Ensure that decisions/actions of the Board of Directors are consistent with the Emmaus Model.