



Job Description Secretary

The Secretary will:

1. Keep, or cause to be kept, an accurate record of the minutes of all Board and membership meetings.
2. Hold in custody and be responsible for all reports, contracts, other legal papers, minute books and the corporate seal. All such official items will be kept in the ministry office at all times or in such other depository as prescribed by the Board.
3. Attend to all official business required by the Board.
4. *Agrees to*
 - Be an active Member at Unity Church of Christ of Fort Lauderdale, Inc. (d/b/a Unity of Fort Lauderdale, Inc.).
 - Adhere to most recent executed copy of Unity Church of Christ of Fort Lauderdale, Inc.'s (d/b/a Unity of Fort Lauderdale, Inc.) ByLaws.
 - Unity Church of Christ of Fort Lauderdale, Inc.'s (d/b/a Unity of Fort Lauderdale, Inc.) Board of Trustees Code of Ethics Commitment Agreement & Conflict of Interest Policy