

Women on a Mission

"You will seek me and find me when you seek me with all your heart. I will be found by you," declares the LORD, "and will bring you back from captivity. I will gather you from all the nations and places where I have banished you," declares the LORD, "and will bring you back to the place from which I carried you into exile." Jeremiah 29:13,14

Secretary

Elected for a 2-year term the secretary maintains all important papers and documents of *Women on a Mission*.

This position's responsibility includes:

- Attend the monthly meetings as scheduled by *Women on a Mission*.
- Record the *minutes* of all regular and special meetings of *Women on a Mission* in a book provided by the organization and kept for permanent record.
- The *minutes* shall include a list of all members present.
- Before the next scheduled meeting, copies of the monthly *minutes* may be forwarded to Cross of Glory women members, by either hard copy or email.
- Copies of monthly *minutes* shall be forwarded to Pastor, Council President, Elder Chairman , Fellowship Chairman and Outreach Chairman.
- A copy of the *minutes* from the last meeting should be available at the current months meeting.
- Write a summary of the *Women on a Mission* year for the church annual report due in January.
- All such documents will be forwarded on, when a new secretary takes her place; reviewing duties with the new secretary and supporting her in her efforts.