

## **Directors of Church Volunteer Ministries**

**Our Mission Statement:** The Directors of Church Volunteer Ministries (DCVM) is a professional organization that provides education, networking, and affirmation to those who build systems and equip people to use their gifts to strengthen the Body of Christ.

**Position:** **Secretary**

**Position Summary:** Supports and assists the Chairperson in their duties.

### **Essential Tasks:**

- Attend the meeting, ask for changes to the minutes during the report portion of the agenda and take notes.
- Prepare the draft minutes and distribute to the DCVM Board for comments via e-mails, if possible, or regular mail.
- Finalize minutes and file in the official record.
- DCVM Board Meetings (even months) –
  - Attend the meeting and take notes. Recruit someone in your absence.
  - Prepare the draft minutes and distribute to the DCVM Board for comments via e-mails, if possible, or regular mail.
  - Finalize minutes and file in the official record.
- Annually-
  - In October, remind other Board member that they need to prepare an annual report about their activities due at the December Board meeting.
  - In December, gather the reports from the other Board members and draft an annual report for the Board meeting in January.
  - In February, review the annual report at the DCVM Board meeting, make any changes, and file in official record.
  - In March, provide copies of the annual report for members.

### **Skills needed:**

- Excellent communication and organizational skills.
- Detail oriented
- Strong leadership skills

### **Support from:**

- Executive Board
- Reimbursement for expenses
- Chairperson

**Commitment:** 1 year

