

## What Are The Responsibilities Of Presbyterian Women Secretaries In The Congregations, Presbyteries, Synod, And Churchwide?

Secretaries have three primary responsibilities

- Recording and preserving the minutes and other historical records of a group
- Sending and receiving correspondence for the group
- Maintaining an up-to-date and accurate membership role and directory

<b>Congregation</b>	<b>Presbytery</b>	<b>Synod</b>	<b>Churchwide</b>
Keeps and preserves minutes of all meetings of the coordinating team and of all gatherings	Keeps and preserves minutes of all meetings of the coordinating team and of all gatherings	Keeps and preserves minutes of all meetings of the coordinating team and of all gatherings	Records all minutes of the CCT meetings and the churchwide business meetings
Sends minutes to CT members immediately after the meeting	Sends minutes to CT members within 30 days of the meeting	Sends minutes to CT members within 30 days of the meeting	Sends minutes to PW office within 4 weeks of the meeting
Keeps copies of the current bylaws, standing rules, PW manual, and dates of any amendments properly recorded and has available at each meeting of the CT	Keeps copies of the current bylaws, standing rules, PW manual, and dates of any amendments properly recorded and has available at each meeting of the CT	Keeps copies of the current bylaws, standing rules, PW manual, and dates of any amendments properly recorded and has available at each meeting of the CT	<i>[Office keeps copies of the current bylaws, standing rules, PW manual, and dates of any amendments properly recorded and has available at each CT meeting]</i>
Serves as correspondent for PW	Serves as correspondent for PW	Serves as correspondent for PW	<i>[Staff assists with correspondence]</i>
Assists the moderator with correspondence	Assists the moderator with correspondence	Assists the moderator with correspondence	<i>[Staff assists with correspondence]</i>
Coordinates the preparation of a directory and an annual report	Coordinates the preparation of a directory and an annual report	Coordinates the preparation of a directory and an annual report	<i>[Staff maintains CCT directory]</i>
Sends current names of appropriate leaders to PWP secretary	Sends current names and addresses of all PWC moderators to PW Louisville office	Sends current names and addresses to appropriate groups	<i>[Staff maintains churchwide database]</i>
Performs other duties as requested by the CT or the moderator	Performs other duties as requested by the CT or the moderator	Performs other duties as requested by the CT or the moderator	Performs other duties as requested by the CT or the moderator
Keeps a personal file of all minutes for her term of service and for the preceding term	Keeps a personal file of all minutes for her term of service and for the preceding term	Keeps a personal file of all minutes for her term of service and for the preceding term	Keeps a personal file of all minutes for her term of service and for the preceding term