

Community Secretary (CSec)

The role of the Community Secretary (CSec) is to facilitate the smooth operation of the Community Board in all its functions and responsibilities and to liaise with the EMSA Secretary.

Responsibilities include, but are not limited to the following:

- Participate in the activities of the Community Board of Directors as an office bearer.
- Record thorough and accurate minutes of Community Board meetings using the EMSA provided template.
- Distribute the minutes within 2 weeks of the meeting and ensure that these are also sent to the EMSA LD, Secretary and EMSA Regional Director.
- Together with the CLD draw up the agenda for each meeting and distribute this timeously.
- Distribute correspondence as required.
- Assist the CLD with the development of the calendar for the ensuing year.
- Keep an orderly filing system for future reference.
- Maintain an attendance register of all Board meetings.
- Assist the CLD and CSD with administrative tasks as needed.
- Ensure letters to Pilgrims' home Churches have been prepared for the Walk SD to distribute. These may be put into the Fourth Day packs.
- Ensure that the facilities, meals, refreshments for the Board meetings are in order.
- Maintain the Board list and send it to the EMSA LD and secretary using the provided template by the deadline date. Any alterations thereto must also be submitted to EMSA.
- Send birthday wishes on behalf of the Board.
- All Walk, Flight and Encounter reports must be forwarded to the EMSA LD and secretary.
- Provide the EMSA Secretary with names of community members who have passed away and ensure that this is a standard item in the minutes.
- Ensure that the Walk, Flight and Encounter Reports (as per the template provided) are completed comprehensively and are submitted to the EMSA LD and Secretary within a month of the conclusion of the event.
- Remind the CLD that all Board members must sign the UR Covenant Letter at the first meeting in January. This document must then be scanned and emailed as a PDF to the EMSA Secretary by mid-March.
- Ensure that the community Health Check is submitted to the EMSA LD and Secretary

Additional requirements for the position:

- PC with internet access as well as printing and scanning facilities
- A good working knowledge of communicating via e-mail and Microsoft Word and Excel
- Strong administrative skills
- Eye for detail
- Take accurate, comprehensive minutes using the EMSA template