

Meeting Secretary Responsibilities

- COMMUNICATIONS AND PUBLIC RELATIONS
 - Maintain and update meeting Calendar
 - Produce and distribute weekly Bulletin
 - Collect information from the Meeting such as calendar, announcements, opening exercises, greeters and refreshments
 - Collect other information such as readings, birthdays and anniversaries as space allows
 - Collect and coordinate items for the Messenger (joint newsletter with West Chester Meeting)
 - Collect information from the Meeting
 - Collect information from other sources, i.e., Quarterly and Yearly Meeting, community events, etc.
 - Assemble information including Monthly Meeting Minutes and deliver to West Chester Friends Meeting
 - Assist with preparation of mailing with West Chester Meeting
 - Maintain Meeting web site and calendar
 - Update calendar, flyers, and documents available on-line
 - Update and maintain white board, bulletin boards and information centers
 - Interface with the public and Quaker community
 - Collect, read and distribute mail and emails
 - Answer phone and respond to questions
 - Provide information to tours and visitors
 - Interface with public agencies and service contractors
 - Keep public forms and applications up to date for food Service, Board of Elections and Birmingham police
 - Co-ordinate building access for service contractors
- MAINTAIN MEETING RECORDS
 - Act as Meeting Recorder
 - Coordinate data consistency between Meeting, PYM and Committees
 - Maintain and update member information
 - Provide annual membership statistics to PYM
 - Reconcile membership statistics between Meeting and PYM
 - Maintain the Recorder Key Book

- Maintain meeting database
 - Back up meeting computer
 - Preserve minutes from Monthly Meeting for Business
 - Maintain a user-friendly file system
 - Assist in archiving Meeting Records, as needed
 - Maintain Meeting Directory and Committee Lists
 - Prepare name tags
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- ASSIST MEETING CLERK AND COMMITTEES
 - Meet with Meeting Clerk on a regular basis
 - Prepare, distribute and file Monthly Meeting for Business agenda documents, as needed
 - Attend Monthly Meeting for Business
 - Assist committees with mailings as needed
 - Print reports as needed by committees
 - Preserve committee meeting minutes and other files
 - Create sign-up sheets: refreshments, opening exercises, greeters
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- MAINTAIN OFFICE SUPPLIES
 - Stock pamphlets and Faith and Practice
 - Maintain and order office supplies
 - Re-order literature subscriptions