

Duties of the Clerk per Bylaws

The Clerk shall see that accurate and complete records are kept of the following:

- a. Minutes of meetings of the Congregation and of the Board.
- b. Membership, with the date of affiliation and death or termination.

Special ceremonies performed by the minister of the Congregation, including marriages, dedications, and funeral and memorial services.

The Clerk shall send notices of all meetings of the Board and Congregation, and shall perform such other duties as customarily pertain to the office.

The President and the Treasurer or the President and the Clerk shall sign all documents legally binding the Congregation

Ongoing tasks:

Distribute church mail weekly.

Handle scheduling of church calendar to avoid conflicts in the use of the office and the hall and keep the calendar updated.

Update notebooks as needed (Board members, Minister, Director of Religious Education, Committee Chairs).

Monthly tasks:

Send email to reminders 11 days prior to the Board Meeting to the Minister, Board members, Director of Religious Education, and Committee Chairs of the date that their reports are due (one week prior to the Board meeting) and that agenda items must be submitted (usually via email) to the President 4 days prior to the Board meeting.

Record the minutes at the monthly Board meetings. Email copies of the transcribed minutes to the Minister, Board members, Director of Religious Education, and Committee Chairs at least a week prior to the next meeting.

After the monthly Board meeting, email a copy of the approved prior month's minutes (with any corrections or additions, so noted) to the Webmaster.

Email the updated church calendar to the Newsletter Editor by the 20th of each month. Also, email a copy to the Webmaster and the person who is creating the insert for the weekly service.

Yearly tasks:

May

Email a reminder to the Minister, Board, Director of Religious Education, and Committee Chairs that annual reports are due.

Mail the Annual Business Meeting Notice to all members 14 days prior to the meeting (or as required by Bylaws), which is held the first Sunday in June. The Bylaws require that the mailing include the agenda, policy, and budget recommendations. The annual reports of the Minister, President, and Director of Religious Education are also included along with the minutes of the Annual Business Meeting from the previous year.

Email the above annual reports along with all the Committee reports to the Webmaster.

June

Record the minutes of the Annual Business Meeting.

Email the approved budget to the Webmaster.

Complete the UUA Congregational Elected Board and Staff Packet and mail it to the UUA by the due date. This packet is sent out by the UUA (usually in May) and the updated information is published in the annual UUA directory.

September

Mail completed BCD packet. This packet is sent out by the BCD in the summer requesting updated information for their annual directory.

Complete and submit the State Corporations Report with updated positions and appropriate fee.

December

Mail letter to inactive members. This letter is sent in order to update the membership roll that is certified in February and determines the dues to be paid by UUCSC to the UUA.