



A Spiritual Center for Creative Living

JOB DESCRIPTION

Approved 02/25/25

JOB TITLE: Board of Trustees Officer - Secretary

SUMMARY: Unity of Bellevue is a spiritual sanctuary and a business. The Board of Trustees is a governing body responsible for overseeing Unity of Bellevue's strategic direction as defined by the vision and mission.

The Board, as a whole is collectively responsible for overseeing Minister Performance, policy development and adherence, financial stewardship, and individual demonstration of Christ consciousness and service commitment.

The Secretary's accountability to membership is defined in the bylaws.

RESPONSIBILITY: The following defines areas of responsibility for the Board of Trustees Secretary.

1. **Board Member.** As a Board member the Secretary is responsible for compliance with all aspects of the general Board Member job description.
2. **Record Minutes.** The Secretary authors the minutes and administers review process by incorporating Board Member feedback. Shall, for historical record, keep or cause to be kept, final approved minutes of all Board and formally called Membership meetings in accordance with Roberts Rules of Order. Context of minutes shall include actions, decisions, and enough discussion for context.
3. **Historian.** Acts as the Board's Historian by keeping, or causing to be kept, all Board records including meeting minutes, reports, contracts, and applicable legal papers. Also ensures the corporate seal is safeguarded in the Ministry office or in another place as prescribed by the Board. UOB history document – completion and posting to UOB website.
4. **Roberts Rules of Order.** Accountable for compliance with RRO.
5. **Regular Attendance.** As required by the bylaws, the Secretary must attend to all official business required by the Board. Also, attend Q&A sessions.
6. **Signatory.** Authorized signer on investment accounts, signature cards, and, as appropriate, new contracts.
7. **Governance.** Be conversant in all Unity of Bellevue policy documents (bylaws, policy manual, etc.). Keeps all editable versions of UOB policy documents. After approval by the Board retains Board meeting records.
8. **Demonstration.** Establishes a deep commitment to Board service, promotes UOB policies and prosperity consciousness, personally demonstrates Christ consciousness, and strives for spiritual and personal growth in UWW teachings. Exemplifies the idea of Servant Leadership and that a board member is "never not a Board member" outside of the Board room.