

SOUTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS

JOB DESCRIPTION

Title of Position: **SECRETARY**

Position Summary:

The Secretary shall serve as one of the senior officers of the Southern California Conference of Seventh-day Adventists.

Duties and Responsibilities:

1. Keep a full and complete record of the proceedings of the Executive Committee and all conference constituency sessions, and distribute the minutes of the Executive Committee meetings and conference constituency sessions.
2. Ensure that all notices are duly given in accordance with the provisions of the Bylaws or as required by law.
3. Provide a written report to the delegates of the regular conference constituency sessions.
4. Maintain a membership list and other records of the conference at the principal office of the conference.
5. Countersign all papers and instruments which may require the officer's signature.
6. Preside at Executive Committee meetings in the absence of the president.
7. Supply information for annual publication in the *Seventh-day Adventist Yearbook*.
8. Process all calls for workers to serve in/from the Southern California Conference.
9. Review the working policies of conference committees and the Bylaws of subsidiary organizations to ensure consistency with the Bylaws of this conference.
10. Perform all duties as may pertain to this office and as may be required by the Bylaws and the Executive Committee.
11. Serve as secretary of the Administrative Committee (ADCOM).
12. Serve as vice chair of the Administrative Committee (ADCOM).

Qualifications:

1. Should have previous denominational work experience.
2. Must understand the Seventh-day Adventist Church and its policies.
3. Must have leadership capabilities.
4. Must have organizational skills.
5. Must demonstrate aptitude for detailed office work.