

NEW CHURCH CHALLENGE JOB DESCRIPTION

Administrative assistant

Assist the president

- Remind him/her of duties outlined in the bylaws
 - Appointing a nominating committee
 - Setting a date for the annual meeting
 - Arranging time and venue for annual meeting
 - Notifying the General Church board of nominees coming up at their May meeting
 - Providing support at special meetings by taking notes and creating a report
- Assist the president when called upon as needed

Assist other officers as needed/appropriate

Meeting responsibilities

- E-mail board members about meetings a week in advance
- E-mail meeting reminder, agenda and minutes a few days before meeting
- Reserve a meeting place
- Attend meetings
- Take minutes in absence of secretary
- Keep a record of minutes, treasurer's report and other reports where applicable in a notebook or on a computer

Assist treasurer

- Collect mail for New Church Challenge in the treasurer's absence
- Write letters of acknowledgment for donations
 - Pass on letters acknowledging donations of \$100 or more to the president to add a personal note of thanks

Miscellaneous Duties

- Help with dues and/or letter mailings by stuffing envelopes
- Promote special events
 - Advertise in the Post
 - Display posters in prominent places
- Assist in maintenance and updating of the website, facebook page or other social media presence of the organization.