

Bylaw Reference

Article 2 Board of Directors

B: Duties and Responsibilities of Office

Section 4. Secretary Responsibilities

- 1) Have custody of the Seal of the Corporation
- 2) Direct all official correspondence
- 3) Maintain all Corporation records
- 4) File annual corporation report with the Secretary of State
- 5) Countersign all deeds, leases, and conveyances executed by the Corporation
- 6) Attest to the execution of all written agreements of the Corporation
- 7) Keep valuable papers and property of the Corporation as may be ordered by the Board of Directors
- 8) Have their signature on file with financial institutions for the purpose of the Church's access to accounts if the Treasurer becomes incapacitated or is no longer serving on the Board of Directors.
- 9) Disperse the contents of the Church Communication Box
- 10) Keep the minutes of all Board of Directors and Membership Meetings of the Corporation
- 11) Prepare and record membership list for membership meetings
- 12) Send out termination notices
- 13) Keep records of all marriages, deaths, baptisms, christenings, ordinations, and all other ceremonies performed under the auspices of Spirit Guided Friends, "Christian Spiritualists"
- 14) Keep records of all minister applications, papers and certificates issued.

OPERATIONAL DETAILS - Expanded Details – adds to the current By-Laws

Communication

- 1) Generates and responds to church email on sgf-church-pdx@gmail.com
- 2) Responds to or forwards requests for information
- 3) Forwards prayer chain requests
- 4) Responds to operational requests like the Annual Fire Inspection
- 5) Responds to individuals who use the "sign up" page to take on the role of Chair and / or Speaker
- 6) Responds to the "Contact Us" information from the website via email
 - a. Based on the topic will forward to others or respond directly
 - b. For "Suggestions" and "Comments" about the church itself, keeps copies of these for the quarterly board meetings.
- 7) See "Bulletins" below

Recurring Web Site Maintenance

1) Service "sign up" pages

On the 1st week of every month, preps for the next month

- a. Updates the drop down lists, by date, for the chair and speaker
- b. Resets the "signed-up" page with new dates and removes the names
- c. Notifies the list of Chair and Speaker volunteers via email that sign-up is "open"
- d. Updates the page email is received from volunteers

2) Events Calendar

- a. Open House dates
- b. Pot Luck dates
- c. Other special events, classes and workshops at the church

3) **Bulletins**

- a. Use the Bulletin Template (MS Word)
- b. Creates the monthly bulletins based on the "sign up" pages
- c. The paper and PDF versions of the bulletin are not the same layout, but they contain the same content

PDF Version

- i. uploads a PDF version to the website
- ii. Update the "buttons" on the HOME page to link to the new bulletin

Paper Version

- iii. Print 12 copies (more when warranted by attendance)
- iv. 1 copy in the church window
- v. 1 copy on the podium
- vi. 10 copies in the rack near the door
- vii. At the end of the month file the podium copy

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