

TRINITY LUTHERAN CHURCH
BOARD OF CHRISTIAN SCHOOL POLICY MANUAL

Responsibilities of Secretary

Initial Adoption Date: 4/1/86

IA Code #:

Date of Last Review: 5/7/92 5/6/93 10/10/02

Date of Last Revision: 10/6/95 10/10/02

The Secretary shall:

1. Be appointed by the chair annually.
2. Keep accurate and comprehensive notes concerning all Board meetings.
3. Make available these minutes to all Board members, church Board chairs, Pastor(s), and congregational chair by the second week after each Board meeting.
4. Be responsible for submitting a final document to the principal for any and all entries, new or modifications, concerning the school manual and see that all are added to the online manual.
5. Be encouraged to serve on other committees in addition to this position.