

*Unitarian Universalist Congregation of South County*

**UUCSC Duties of the Clerk per Bylaws**

The Clerk shall see that accurate and complete records are kept of the following:

- Keep accurate and complete Minutes of meetings of the Congregation and of the Board.
- The Clerk shall send notices of all meetings of the Board and Congregation.
- The President and the Treasurer or the President and the Clerk shall sign all documents legally binding the Congregation.
- Perform record-keeping duties assigned by the Board.

**Ongoing tasks:**

Make committee chairs aware of new policy changes. Make the webmaster aware of documents that have been updated so that changes can be posted on the website.

**Monthly tasks:**

Send email reminders 11 days prior to the Board Meeting to the Minister, Board members, Director of Religious Education, and Committee Chairs of the date that their reports are due (one week prior to the Board meeting) and that agenda items must be submitted (usually via email) to the President 4 days prior to the Board meeting.

Record the minutes at the monthly Board meetings. Email copies of the approved minutes to the Minister, Director of Religious Education, Committee Chairs, Webmaster and Office Administrator within one week following the Board meeting.

**Yearly tasks:**

**April**

Contact Office Administrator so an Email reminder can be sent to the Minister, Board, Director of Religious Education, and Committee Chairs that Annual Reports are due with deadlines.

Coordinate with Office Administrator the specific dates to distribute and mail the Annual Business Meeting Notice to all members with the Office Administrator so documents are sent 13 days prior to the meeting (or as required by Bylaws), which is held the first Sunday in June. The Bylaws require that the mailing include the agenda, policy, and budget recommendations. The annual reports of the Minister, President, and Director of Religious Education are also included along with the minutes of the Annual Business Meeting from the previous year. Email the above annual reports along with all the Committee reports to the Webmaster.

**June**

Record the minutes of the Annual Business Meeting. Email the approved budget to the Webmaster. Verify that the office administrator has completed the UUA Congregational Elected

Board and Staff Packet and mailed it to the UUA by the due date. This packet is sent out by the UUA (usually in May) and the updated information is published in the annual UUA directory.

Verify that the office administrator has mailed the completed Ballou Channing District packet. This packet is sent out by the BCD in the summer requesting updated information for their annual directory. Verify that the State Corporations Report is completed and submitted with updated positions and appropriate fee. Prepare new Board member packets for orientation.

### **December**

Verify that the Membership committee has mailed letters to inactive members. This letter is sent in order to update the membership roll that is certified in February and determines the dues to be paid by UUCSC to the UUA. Maintain records of Board and Committees Terms of Office, with assistance of Office Manager, and apprise the President and Nominating Committee Chairperson of upcoming vacancies.

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