

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 business meetings of the 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:

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.

Yearly tasks:

January

Complete the UUA certification online before the due date in February. Verify that the Membership chair has updated the UUA mailing list information for the World magazine.

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 so documents are sent 13 days prior to the meeting (or as required by Bylaws), which is held the second 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. Verify that the Office Administrator has emailed 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.

November

Work with the Membership chair to mail letters to non-participating members.

December

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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