

## **Secretary of the Ohio Mission Region Council**

### **Reports To**

The secretary will report to the members of the Ohio Mission Region Council and keep member congregations up to date.

### **Job Overview**

The secretary takes minutes at the OMR Council meetings and makes sure an accurate record of the proceeding are recorded and shared out to all member congregations.

### **Responsibilities and Duties**

- Take minutes at the OMR Council meetings.
- Polish the minutes to make them clear and send out to the OMR Council members for review and adjustment.
- Have the minutes posted on the OMR website and inform the member congregations of their availability.
- Maintain the OMR Facebook Page.
- Help prepare and organize the OMR Convocation.
  - Create the registration brochure.
  - Have the brochure posted on the OMR Website.
  - Send notifications by email/Facebook page.
- Help with other duties as needed.

### **Qualifications**

- Familiarity with Office applications such as Word and Excel or their equivalents.
- Familiar with email, Facebook, and similar communication tools.
- Ability to listen to a conversation and summarize in writing.
- Ability to attend the OMR Council meetings.

Patience and a commitment to serving God while serving others