

CENTRAL NEW YORK BAPTIST ASSOCIATION
Job Description

Title: Clerk

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Job Description Number: JD 2-3-1

Date Adopted: 13 October 2001

Effective Date: 13 October 2001

Reports to: Executive Board

General Description: Keeps the records of the Association.

Term: One year

Duties:

1. Support and promote the ministries of the Association.
2. Record and preserve all transactions of the Association and Executive Board.
3. Notify the proper persons of needed actions or considerations relating to actions taken by the Association or Executive Board.
4. Work with the Director of Missions in distributing and recording information from the Annual Church Profiles.
5. Help the Director of Missions in publishing an annual book of reports and statistics.
6. Sign necessary documents as Secretary of the Corporation.
7. Supervise the registration of messengers for the Annual and Mid-year sessions of the Association.
8. Serve as a member of the Executive Board.
9. Provide for safe keeping and ready availability of Associational records.
10. Serve on the Administrative Team.

Employment Status: Volunteer