

**CENTRAL NEW YORK BAPTIST ASSOCIATION**  
**Job Description**

**Title:** Assistant Clerk

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**Job Description Number:** JD 2-4-1

**Date Adopted:** 13 October 2001

**Effective Date:** 13 October 2001

**Reports to:** Executive Board

**General Description:** Assist the clerk.

**Term:** One year

**Duties:**

1. Support and promote the ministries of the association.
2. Assist the clerk and be ready to assume the responsibilities of Clerk as may be required.
3. Serve on the Executive Board.
4. Serve on the Administrative Team

**Employment Status:** Volunteer