

APPENDIX 12-E
ROLE OF EXECUTIVE SECRETARY
AT BOARD MEETINGS

I. ROLE OF EXECUTIVE SECRETARY AT BOARD MEETINGS

1. Contract for meeting site.
2. Notify Board regarding:
 - a. Time, place, agenda
 - b. Transportation details
 - c. Timeline for reports
 - d. Arrival form and reimbursement form
3. Preparation of Reports:
 - a. Prepare report from National Office as part of the Executive Committee Report.
 - b. Reproduce, collate and send reports to Board members according to timeline.
4. Assist Prayer Committee regarding liturgical arrangements.
5. At Board Meetings:
 - a. Arrange for hospitality upon arrival and throughout the meeting.
 - b. Provide needed business material for the meeting (e.g. folders, reports, newsprint, copying facility)
 - c. Provide recording secretary
 - d. Be present at business sessions to provide information and clarification from the perspective of the National Office. The Executive Secretary may participate in all discussions, he/she may not present motions, or vote at Board Meetings.
 - e. Arrange for reimbursement of Board members for meeting costs.
6. After Board Meetings:
 - a. Prepare and send minutes to Board members and member dioceses.
 - b. Pay all bills resulting from the Board Meeting.

II. CONTENTS OF BOARD MINUTES:

1. Record of attendance
2. Record of decisions and activities of meeting according to agenda:
 - a. All motions requiring vote (recording names, vote tally and amendments)
 - b. Significant items of discussion (judgments about what to include here made in consultation with chair)
 - c. Reports
 - d. Documentation developed during meeting