



Mission Area Secretary

The main duties of this role are to:

- circulate the agreed agenda prior to Trustee Board meetings and the Annual Vestry Meeting of the Mission Area.
- take minutes of the meeting and circulate them following the meeting, to an agreed timeframe.
- ensure that copies of the minutes are agreed and signed at the following Trustee Board meeting.
- bring any correspondence relating to Trustee Board business to the Trustee Board meeting for discussion and/or action
- send names and addresses of Mission Area Wardens and individual Churchwardens to the Archdeacon.
- complete and return requests for information from other bodies such as the Diocesan Office or the Charity Commission.