



Greater Cincinnati Stephen Ministry Network
Purpose: To Share Ideas and Learn From One Another

DRAFT – as of 8-March -2025

Job Description – Secretary

Current responsibilities and process:

- Take notes at meetings of the Network members.
- Turn notes into formal Minutes in Word. This generally follows the outline of the agenda for the meeting.
- Send notes to Network Coordinator and Assistant Network Coordinator for review. Also send draft to any other major speakers at the meeting (e.g., Steve Hart talking about the Network website).
- Incorporate edits and prepare final version. Save the final version as a .pdf file and send to the Network Coordinator and Assistant Network Coordinator for approval at the next Network meeting, as well as to the Website Coordinator for posting on the Network website.
- Follow-up with corrected version if any changes are made at the subsequent Network meeting.

Other possible or related duties:

- Coordinate name tents for members at Network meetings. (Currently done by Network Coordinator.)
- Maintain file with copies of any official correspondence. (Not that any has occurred so far in our history!)
- Adapt to future developments of the Network if any official record keeping is needed.