Duties of Union/Conference Secretaries
Objectives of this Presentation

1. Highlight some important points from the Job Description

2. Share some tips on how to be an effective Union/Conference Secretary
Does your title define your role?

How many times have you had to explain your title and what you do?
b. Secretary: The secretary, associated with the president as an executive officer, shall serve under the direction of the executive committee and shall act as vice-chair of the executive committee.
Constitutions – Article 5 b.

The secretary shall **report to the executive committee** of the union conference after consultation with the president.
It shall be the duty of the secretary to keep the minutes of the union conference constituency meetings and of the executive committee meetings; to furnish copies of these minutes to all members of the executive committee and to the division officers.
The secretary shall also be responsible for providing information as may be requested by the president or by the executive committee; and shall perform such other duties as usually pertain to the office.
Position Summary

The Role of the Secretary is to assist the Union President in the supervision of the general work of the Union, giving particular attention to secretariat responsibilities.
1. Develops long and short-term plans and programs.
2. Present a meaningful Secretary’s report to the EXCOM members.
3. Develops, interprets and implements Policies.
The Limitations of a Job Description
The Limitations of a Job Description

“An all other duties as assigned”
The Limitations of a Job Description

1. The Experience Factor – Have a strong and positive relationship with the President.

2. The Ego Factor – “If ‘*number one*’ has a healthy ego and is not threatened, ‘*number two*’ won’t feel constrained.”
Planning

“If you do not think about the future, you cannot have one.”

John Galsworthy

(A Nobel Prize-winning Author)
REACH UP TO GOD • REACH IN WITH GOD • REACH OUT WITH GOD
Reach the World

REACH AFRICA
8 Key Strategic Issues

1. Pastoral/Theological training does not include the intricacies of the secretariat office.

2. Late arrival and processing of International Service Employee [ISE] Calls.

3. Absence of a clearly-defined and robust support system for the in-field integration of new ISEs to their assignments.
8 Key Strategic Issues

4. EXCOM members are not conversant with the purpose and function of the EXCOM.

5. Union administrations need a more systematic approach to documenting and communicating the policies and policy framework for the organization.
8 Key Strategic Issues

6. Church membership records have become bloated through the years and have resulted in a great disparity between membership records and actual church attendance on Sabbath.

7. Divisions and unions need assistance in developing a mission-driven and practical rationale for the number and size of union structures (missions or conferences) in a division’s territory.
8. Secretariat can easily become mired down in minutiae and policy-oriented activities that move it away from mission/evangelism.
Reach the World
One Benefit of Planning

The Pareto Principle (The 80-20 Principle)
- In a non-planning environment - 80% of our efforts yields 20% of the desired results.
- By thinking and planning we can reverse the trend so 20% of our efforts yield 80% of the desired results.
Secretariat Report

Presenting a meaningful Secretariat report
Key Strategic decision

1. Launch the Church Membership System (CMS) throughout the SID territory by the end of 2013.
2. Implement the Church Membership System (CMS) in 50% of the Unions of the SID by the end of 2014
Policy Development Interpretation and implementation of Policy
QUIZ TIME

1. The *Experience Factor* is one way of addressing the limitations of a Job Description. True or False.
2. Give one Key Strategic issue of the Strategic Plan of the African desk.
3. How do you intend making your Secretariat Report more meaningful?
THE END