



# 2016 GC & DIVISION SECRETARIAT ADVISORY



# 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**





# WHO ARE YOU?

**Does your title define your role?**

**How many times have you had to explain your title and what you do?**





# Constitutions – Article 5 b.

**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.





# Constitutions – Article 5 b.

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.





# Constitutions – Article 5 b.

**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.**





# Job Description

## 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.**





# Job Description

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 the WORLD

STRATEGIC PLAN 2015-2020

REACH UP TO GOD · REACH IN WITH GOD · REACH OUT WITH GOD



# Reach the World





## 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 Key Strategic Issues

**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.



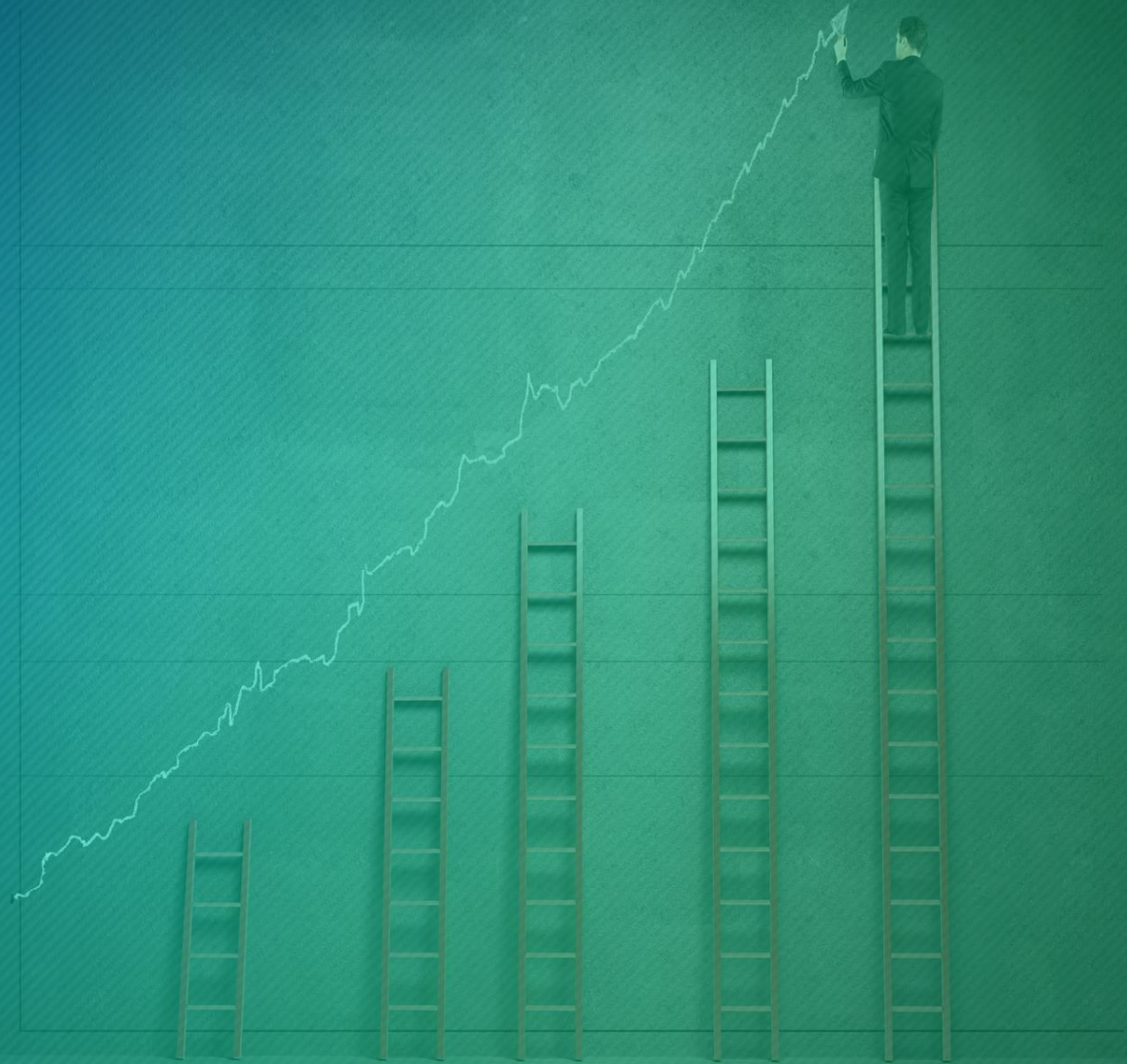




2016 GC & DIVISION  
SECRETARIAT ADVISORY

# Secretariat Report

Presenting a  
meaningful  
Secretariat report









# Strategic decision

1. **Launch** the Church Membership System (CMS) throughout the SID territory by the end of 2013.





# Strategic decision

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**

