

The Walk With Christ

*** Nominations Committee Secretary Servant Description ***

Role – The main responsibility of the Secretary is to collect and maintain nominations information in the Nominations Committee (Committee) Spreadsheet (Spreadsheet).

Term of Service – Serving on the Committee is a three-year term. The first year consists of learning from the current Committee Secretary. The second year consists of serving as the Secretary. The third year of service on the Committee consists of serving in a reference role and being available to assist the Committee members as needed. The Secretary position is filled by someone approved by Secretariat using information from the Nominations Committee based on a Walk Community member submitting a completed ***Nomination Form*** for a Secretariat position, Director, Directora and a position on the Advocate Committee or the Nominations Committee.

Additional Responsibilities – Although the Secretary is not a member of Secretariat, through personal actions and attitudes, he/she can have a major impact on the tone and atmosphere for many aspects of The Walk With Christ. The Secretary should:

- Pray for The Walk With Christ ministry.
- Work at least one Walk weekend during their term of office if possible.
- Participate in The Walk With Christ 4th Day activities.
- Participate in a Walk With Christ type reunion group.
- Support the local Ultreya with their participation.

Position Specific Responsibilities – The Secretary will

- Sign the ***Standing Committee Covenant*** at the first meeting each year and give it to the Committee Chair. Signing the ***Covenant*** is a condition of serving on the Committee (not optional).
- Collect the following information from the Committee Chair for each nominee before the next Secretariat meeting and add it to the Spreadsheet:
 - **For Director(a) Nominations**
 - Nominee’s name (***note if this is a re-nomination***).
 - Nominator’s name.
 - Date the nomination was received.
 - Who, from the Nominations Committee (Committee), sent a “Thank You” note to the nominator.
 - Date and person to whom the ***Pastor Referral*** was assigned for Director(a) nominees only.
 - Date the ***Pastor Referral*** was received from the pastor for Director(a) nominees only.
 - Date the nominee was considered for the first-time nominees only.
 - Date the nominee was considered for the second time nominees only.
 - Date the nominee was considered for the third time nominees only.
 - Final status of director(a) nominee only:
 - ✓ Accepted & Walk number.
 - ✓ Not accepted.
 - ✓ Other.
 - Date the nominator was notified of the final status of the nominee.
- Add nominee’s name and their information for Secretariat position, Director, Directora and a position on the Advocate Committee or the Nominations Committee.
- Email the spreadsheet to Committee members or make copies to take to the next Secretariat meeting.
- Gather Pastor Referrals for nominees and send them to the Chair when requested.
- Contact the former Nominations Committee Secretary about spreadsheet questions.

Financial Responsibilities – NA