

Secretary overview

Course	Congregational Leadership Training
Unit name	Secretary

Unit overview

Overview	The training is facilitated by an online presentation. Secretary is offered in a format that is similar to a webinar presentation, with the participant viewing and listening to the presentation and responding to the short quiz at the end of the presentation.
Learning outcomes	<p>Upon completing Secretary, it is expected that the participant will be able to</p> <ul style="list-style-type: none"> • Keep accurate records • Manage and archive records • Attend to correspondence • Prepare agendas • Record minutes • Communicate governance decisions • Work with the LCA district office • Maintain a reporting and review schedule • Be aware of legal requirements particularly in regard to privacy, copyright, and employment standards.
Topics	The topics are based on the <i>LCA Governance Handbook for Parishes and Congregations</i> which is available within the Secretary unit and the Foundations unit.
Resources required	The required resources are available within the Secretary unit and are found in the Resources tab.
Time breakdown	Content time: 32 minutes
Additional training	No additional training is required for council secretaries upon completion of the Congregational Leadership Training Secretary unit. It is highly recommended, however, that the participant first completes the Foundations units as the content of the Secretary unit presumes knowledge that is covered in Foundations.
General instructions and conditions	The training is undertaken on an individual basis. A short quiz concludes the training and is a requirement for completion and to receive your certificate.