

WOMEN'S MISSIONARY SOCIETY
REPORT OF THE ASSISTANT RECORDING SECRETARY
TANYA T. HARPER

"Work from the heart for your real Master, for God, confident that you'll get paid in full when you come into your inheritance. Keep in mind always that the ultimate Master you're serving is Christ."

Colossians 3: 23-24 (The Message)

Goals:

- Continue to Assist the Recording Secretary in recording and keeping accurate records
- Be prepared to perform the duties of the Recording Secretary in her absence

Objectives:

- Incorporate 21st Century Technology to perform duties
- Foster the maintenance of the spirit of teamwork

Accomplishments:

- Assisted in recording and compiling minutes for the 2013 Executive Board Meeting and the August 2013 Administrative Commission telephone conference call.
- Published minutes for the Administrative Commission Meeting at the 2013 Executive Board Meeting
- Published minutes for July 2013 and September 2013 Administrative Commission telephone conference calls.
- Assisted in the editing of the updated Financial & Accounting Systems Policies & Procedures Handbook for the Women's Missionary Society
- Attended the 2013 WMS NGO Conference

Tanya T. Harper, Assistant Recording Secretary
Connectional Women's Missionary Society